

**Croton Recreation Department
One Van Wyck Street
Croton-on-Hudson, NY 10520
(914) 271-3006**

**MEETING ROOM APPLICATION
COMMUNITY ROOM, RECREATION CONFERENCE ROOM, AND SMALL**

DATE FILED: _____

DATE REQUESTED: 1ST Choice: _____ _____
 Day Date

 2nd Choice: _____ _____
 Day Date

 3rd Choice: _____ _____
 Day Date

TIME REQUESTED: _____ TO _____
(Time requested must include set up and clean up.)

NAME OF ORGANIZATION: _____

CONTACT PERSON IN CHARGE OF EVENT: _____

ADDRESS: _____

TELEPHONE: _____
 Home # Cell Phone #

PURPOSE OF USE: (Please be specific) _____

ROOM REQUESTED: Recreation Conference Room _____ Community Room _____

TOTAL ATTENDANCE EXPECTED: Adults _____ Minors _____

We have read and do understand the room use policy. We the undersigned, in consideration of permission to use the Community Room, Recreation Conference Room, or Small Meeting Room, agree to abide by ALL rules and regulations for use of the facility. It is understood that we will be responsible for all costs incurred with regard to damages or additional clean-up that may be incurred.

We furthermore agree to save and hold harmless the Village of Croton-on-Hudson, its employees, and all related officials from liability for any and all loss, damage or injury to persons or property by reason of or arising out of use of the facility.

Date Signature of Applicant

(For Recreation & Parks Department Use Only)

APPROVED: _____ REJECTED: _____

DEPOSIT RECEIVED: _____ RETURNED: _____

COMMENTS: _____

Date Recreation Department Approval

Please bring this form with you to the facility

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MEETING ROOM USE POLICY
COMMUNITY ROOM, RECREATION CONFERENCE ROOM, AND SMALL

The Croton Recreation Department policy statement and general guidelines for community room, recreation conference room, and small meeting room utilization.

Please read carefully before signing and submitting an application.

1. Bona fide non-profit community groups serving the Village of Croton may utilize rooms for meetings and programs. Groups will be scheduled on a first-come, first-served availability basis. Organizations accepting use of a facility will be required to comply with all regulations that govern use. Croton Recreation Department program scheduling takes precedence.
2. Request for use of a room must be submitted on an official Room Use Application Form **at least 24 hours in advance** and will be acted upon by the Recreation Supervisor. **Requests can only be made for dates within the present calendar year.** Scheduling of a room outside normal working hours (Monday through Friday, 8:30 AM to 4:00 PM) may, at the discretion of the Recreation Supervisor, require a facility supervisor being on site. **The following regulations will apply:**
 - a. **Room deposit of \$75** is required when application is submitted. Deposit will be returned within 2 business days of scheduled events and when all rules and regulations have been met satisfactorily.
 - b. **Certificate of Liability insurance in the amounts of \$1,000,000 per occurrence/\$2,000,000 aggregate listing the Village of Croton-on-Hudson as additional insured is required.**
 - c. Special requests may require an additional fee.
3. Village of Croton committees and organizations will receive priority for use of the rooms and will not be required to pay a fee.
4. Requests for functions for activities sponsored by an organization for political or religious purpose will be referred to the Village Manager.
5. Please be aware of the maximum occupancy code.
Community Room assembly: **103**
Recreation Conference Room assembly: **25**
Small Meeting Room assembly: **20**
A request will not be approved if it exceeds maximum occupancy.
6. Groups are responsible for their own set-up and clean-up of the room. Groups will be held responsible for all costs incurred with regard to damages or additional clean-up that may be incurred.
7. **Alcoholic beverages are NOT permitted.**
8. **Food is not permitted. (exception; Croton Caring Committee)**

A curfew of 9:30 PM will be imposed on all functions.

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