

**TOWN OF MAMARONECK – SENIOR CENTER
1288 BOSTON POST ROAD
LARCHMONT, NY 10538 - (914) 834-8840**

1. The Town of Mamaroneck (“Town”) recognizes that the Senior Center belongs to the people of the Town & since the building was established, maintained & operated by funds provided by local taxes, the Town recognizes & accepts the responsibility for making the Senior Center available to responsible local, non-profit educational organizations & associations. The Town may also permit the use of the Senior Center by other responsible organizations not located in the Town.

The Town also recognizes that it is bound by law & must prohibit certain activities. Those prohibited activities include:

- a. Any activity that may be injurious to the building, grounds or persons.
- b. Any activity in conflict with any Federal, State, local laws or regulations.

2. It is the Town’s intention to grant the use of the Senior Center under the Town’s regulations, for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible, recognized local persons, organizations or agencies. **The Town reserves the right to cancel any scheduled use of the building if a conflict occurs with necessary Town Activities, weather emergencies and building emergencies. Such cancellations shall be rescheduled at the earliest possible convenience.** The Town authorizes the Senior Center Coordinator to approve & arrange for scheduling the use of the Senior Center by applicants satisfying the limitations listed above.

3. The Town, because of its responsibility for protecting the buildings & property therein, **may restrict use of space within the Senior Center to certain times & areas. The Town & its representatives must have free access to facilities at all times.**

4. Smoking is prohibited in the Senior Center and on the grounds at all times. Alcoholic beverages are prohibited in the public meeting rooms of the Senior Center without expressed written permission from the Town. Nothing shall be sold, affixed or attached to any part of the interior or exterior of the building without prior permission in writing from the Town.

5. Organizations receiving permission to use the Senior Center are responsible for the conduct of both participants & spectators. Adequate adult supervision must be available to handle anticipated crowds. Minors must have adult supervision at all times.

6. Violation of safety regulations or improper use of the Senior Center will be cause for the revocation of permission to use of the building. Unless otherwise permitted by the Town, all events and activities must end at 10:00pm.

7. When the service of a Town employee is required, in addition to their normal working hours, there will be a charge according to the building use fees. Payment should be made by check payable to the Town of Mamaroneck & forwarded to the Town Comptroller’s Office.

8. Non Discrimination: All individuals & organizations requesting the use of the Senior Center are advised that permission to use the building will be given only with the understanding that all activities taking place in their facilities are open to all individuals regardless of race, color, creed, sex or national origin. Discrimination against any individual or group because of race, color, creed, sex or national origin will be grounds for revocation of permission to use the Senior Center building.

BUILDING USE POLICY

9. **Liability:** The Town, in its discretion, may require a Certificate of Insurance in the amount of one million dollars naming the Town of Mamaroneck as an additional insured and the Town will be held harmless for claims arising from the use of the building by the applicant. The Town may also require an additional fee for the purpose of purchasing insurance for the use of the Senior Center building. It is the responsibility of any person or organization using the Senior Center to maintain the original order & cleanliness of such facilities. Such person or organization will be responsible for damages relating to its use of the facility.

10. For such use, the Town has established a schedule of fees to defray expenses relating to the operations of the building. The Town, at its discretion, may waive building use fees for local community groups & organizations for non-revenue generating events except when the event or activity requires the services of a Town employee.

11. **Reservation/Application Procedure.** To reserve a meeting room, a completed building use application shall be submitted to the Coordinator of the Senior Center. Applications are available at the Senior Center and Town Center and the date must be reserved/approved prior to submission of application. The application may also be downloaded from the Town website: www.townofmamaroneckny.org Applications must be submitted at least fifteen (15) days prior to the scheduled event. The Town shall respond to the submitted building use application in no more than five (5) business days from the date of receipt. Any additional fees or documentation shall be due two (2) business days prior to the event. The Town, at its discretion, may cancel any event for which fees and documentation have not been properly submitted.

12. Fee Schedule - See below:

SENIOR CENTER WEEKDAY NIGHT FEE SCHEDULE: (MONDAY – THURSDAY)

Conference Room	Community Org. Non Revenue Event	Community Organization Revenue Event	Non Community Organization Non Revenue Event	Non Community Organization Revenue Event
Lunch Room	No Custodial Charge	\$125.00	\$250.00	\$300.00
Yellow Room	No Custodial Charge	\$ 80.00	\$160.00	\$210.00
Card Room	No Custodial Charge	\$ 50.00	\$100.00	\$150.00

FRIDAY/SATURDAY/SUNDAY/HOLIDAY – There will be an additional fee of \$150.00 for the first four (4) hours and \$50.00 for each additional hour.

The Town reserves the right to charge an additional fee if a Town employee is required to stay in the building beyond the normal business hours of the Senior Center. In addition, a refundable deposit of \$100.00 is required at the time of approval for use of the building. The deposit shall be used to defray any expense the Town may incur for cleanup or damage resulting from the use of the building. All checks should be made out to “Town of Mamaroneck” and forwarded to the Town Comptroller’s Office.

There may be no food preparation on site. Organizations may NOT use any supplies that belong to the Senior Center. All necessary supplies should be brought in by the organization. Stove/oven/steam table may not be used. Organizations may bring in chafing dishes to keep food warm. It is the responsibility of any organization or persons using the Senior Center to maintain original order & cleanliness of Town Property. A fee will be charged for any damages to property or equipment used during event.

The following are the Occupancy Loads allowed for the assembly spaces in the Senior Center:

Lunch Room - 100	Yellow Room - 55	Card Room - 15
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NO FOOD OR REFUSE IS TO BE LEFT IN ANY ROOM.



TOWN OF MAMARONECK TOWN CENTER – APPLICATION FOR USE OF SENIOR CENTER
1288 BOSTON POST RD. LARCHMONT, NY 10538 Tel: 914-834-8840 Fax: 914-630-7381

THIS APPLICATION MUST BE FILED 15 DAYS PRIOR TO THE EVENT.

THE TOWN SHALL RESPOND TO A BUILDING USE APPLICATION IN NO MORE THAN FIVE (5) BUSINESS DAYS FROM THE DATE OF RECEIPT.

PLEASE NOTE: ROOMS ARE NOT AVAILABLE MONDAY - FRIDAY UNTIL AFTER 4:00PM

Hours of Operation: 8:00am to 10:00pm

Date of event: _____ Time period from: _____ AM/PM to _____ AM/PM

Room desired: Lunch Room Yellow Room Card Room

Capacity: Lunch Room – 100 Yellow Room - 55 Card Room – 15

Purpose of event: _____

Admission fee: \$ _____ Estimated attendance: _____

If admission is charged, for what purpose will proceeds be used?

Name of Organization & Presiding Officer (please print):

Organization Information: Address _____

Phone# (____) _____ Work # (____) _____

Fax #: (____) _____ E-mail _____

Will food or beverages be served or sold? Please explain. (Stove/oven/steam table may NOT be used):

How should room(s) be set up: tables/chairs/equipment:

Applicant's Contact Information: Name: (Please Print)

Applicant's work, home & fax numbers:

All permits for the use of the Senior Center shall be restricted to responsible organization/adult individuals.

APPLICANTS MUST COMPLY WITH THE FOLLOWING:

- Satisfy The Issuing Officer That They Represent A Responsible Organization.
- Agree To The Rules & Regulations For Building Use.
- Guarantee Orderly Behavior.
 - Underwrite Any Damage Incurred By The Organization.

I HAVE READ THE REGULATIONS ATTACHED & AGREE TO BE BOUND BY THEM.

Signature of Applicant: _____

Official Use Only:

Room Use Fee: **(To Be Determined by Senior Center Coordinator, NOT PERSON USING ROOM)** \$ _____

Approved by: _____ Date: _____