



TOWN OF NORTH CASTLE RECREATION & PARKS
 40 Maple Avenue ~ Armonk, NY 10504
 (914) 273-3325 / Fax (914) 273-2139
 www.NorthCastleNY.com

Susan M. Snyder, C.P.R.P.
 Superintendent of Recreation

RECREATION FACILITY APPLICATION FORM 2011-12

The use of the Hergenhan Recreation Center and North Castle Community Center are open to any group, organization and business located within the Town of North Castle. Groups with less than 60% residents pay a non-resident rate. The Hergenhan Recreation Center and North Castle Community Center may not be used for any commercial purposes *, political meetings with the exception of debates, religious service functions, or fund-raising events, with the exception of activities conducted by the Town, or by any other organization whose proposed activities are consistent with the Town's mission and benefits the residents of the Town of North Castle.

* Any organization or individual looking to use a recreation facility for commercial purposes must contact the Superintendent for special permission and arrangements. The Recreation Department reserves the right to co-sponsor profitable events with a portion of the proceeds going to the Town.

Name of family/organization: _____ Today's Date: _____

Contact person: _____ Email: _____

Address: _____ Zip: _____

Home phone: _____ Cell phone: _____

Type of Event: _____ Date(s): _____

Start Time: _____ (include set up & clean up) End Time: _____ # of guests: _____

Recreation Facility Requested (please check all that apply):

Hergenhan Recreation Center 2nd floor conference _____ 2nd floor dance _____
 First floor large room _____ First floor partition _____ First floor craft room _____
 First floor kitchen _____ Basement main room _____ Basement kitchen _____

North Castle Community Center multi-purpose room _____ gym _____

<u>Fees:</u>	<u>North Castle Non-profit</u>	<u>North Castle Business</u>	<u>Non-resident</u>
Hergenhan Recreation Center			
Weekdays	** \$25	** \$75	** \$100
Weekends or evenings (4-10 PM)	** \$50	** \$100	** \$150
Damage Deposit	\$100	\$100	\$200

** Rates are per room and for use up to three hours, additional charges will apply after three hours.
 Birthday Parties: Specialty parties can be arranged for magic, music, clay, and cooking. Prices vary; please call the Recreation Department for details, 273-3325 X 5.

North Castle Community Center			
Gym rental per hour	\$25	\$75	\$100

The Gym/Multipurpose Room can be rented for resident family birthday parties, Saturdays 4:00 – 6:00 PM for \$150. Facility rental plus a sports specialist for a resident family birthday party is \$250. Damage deposit required. Call for details, 273-3325 X 5.

Continued on reverse

Rules and Policies:

1. The facilities are available on a first-come, first-served basis. Recreation Department programs take priority in scheduling, followed by other Town boards and committees. Confirmation will not be given until application is returned to the office and full payment is received. Checks or money orders should be made payable to: **"NORTH CASTLE RECREATION"**
2. In certain cases, such as birthday parties, a security deposit of \$100/\$200 is required by the Recreation Department which will be refunded assuming the building is left clean and nothing is damaged or missing. Additional charges may be billed, should the value of any item damaged or missing be greater than the deposit. Any individual or group granted permission to use a facility shall be fully responsible for any related damage to recreation property, facility, and its contents.
3. Reservations may not be made earlier than 6 months prior to an event and must be made at least two weeks prior to the requested date.
4. The reservation must be used by the person or group for which the reservation is made. No transfers allowed. The person reserving any facility must be at least 21 years of age.
5. It is the responsibility of each group to control the behavior of its members.
6. Organizations, schools, churches must provide a Certificate of Insurance as required by the Town's insurance carrier (see separate sheet) and the Town of North Castle must be listed as additionally insured for the date(s) the facility is used.
7. Use of the facilities shall be restricted to those areas specifically indicated on the application as approved.
8. No political campaigning shall be conducted at Town facilities.
9. No transactions or sales or fundraising of any kind are permitted in Recreation and Parks buildings and grounds without prior approval from the Superintendent.
10. Contact person must work out arrangements of entering building with the Recreation Staff the week prior to the scheduled date.
11. Contact person must make sure building is properly secured prior to leaving. (see separate sheet)
12. In approving any application for the use of a facility, the Recreation Superintendent reserves the right to cancel or amend such reservations upon reasonable notice.

Building Restrictions:

1. Alcoholic beverages and other intoxicants are not permitted on the premises.
2. Smoking is prohibited inside the buildings. Anyone smoking outside the buildings must not litter butts.
3. All trash and recyclables from events must be placed in clear plastic bags, and placed in proper receptacles, separated into 3 categories 1) waste, 2) paper, 3) bottles, cans and plastics #1 - #7.
4. ALL materials brought into the buildings must be removed immediately following event.
5. The building must be left clean and furniture restored to its original configurations.
6. If the kitchen is used, all surfaces and the sink in the kitchen MUST be thoroughly cleaned.
7. Nothing is to be stapled, taped, or attached to any structure, plantings, walls, windows, doors, floors, in or around the building and parking areas.
8. Animals are not permitted inside the building, except for those trained to assist disabled persons.
9. Adult supervision is required of minors at all times during events. A 1-10 ratio must be maintained.
10. No candles or fire of any kind will be permitted in the building.

I have read and understand the above rules and regulations and agree to abide by them. I hereby agree to release the Town of North Castle, its Town Council, employees, and volunteers of any liability whatsoever in connection with any damages and/or injuries that I or a member of my party may sustain in using any facility owned or operated by the Town of North Castle.

Signature: _____ Date: _____

Permit Approved by: _____ Date: _____

Office Use Only

Fee collected: _____ cash/check # _____ receipt # _____