

**TOWN OF SHELTER ISLAND
POLICY ON USE OF COMMUNITY CENTER**

WHEREAS, the primary purpose of the Town in acquiring and maintaining the Community Center is to provide a facility for the town's youth program, and

WHEREAS, Other uses will be allowed provided they do not unduly disrupt the youth program. The Town of Shelter Island will entertain applications for use of the main floor of the Community Center to residents when the facility is not being used for Town of Shelter Island sponsored youth program or other town programs,

NOW, THEREFORE, it is hereby resolved that:

1. Scheduling Priorities. All event requests shall be made to the Recreation Director. Competing requests will be evaluated with the following priorities in mind:

PRIORITY I. Programs operated or sponsored by the Youth Program.

PRIORITY II. Programs sponsored by the Town of Shelter Island.

PRIORITY III. Programs operated or sponsored by the American Legion Mitchell Post.

PRIORITY IV. Programs sponsored by Not-for-Profit Organizations.

PRIORITY V. Private users who wish to rent Community Center for an event.

The Town reserves the right to revoke a permit at any time if the facility is needed for a Youth or Town sponsored program.

2. No Assignment of Permit. In no event may permits for use of the Community Center be assigned to another user.

3. Rental Dates and Deadlines: Requested rental dates must be received no later than 15 days before the requested use date. Rental requests of the same priority will be granted in the order in which they were received.

4. Fees for Use. (indoors or outside):

American Legion Mitchell Post – no fee

Programs sponsored by Not-for-Profit Organizations \$5.00

Use for private event -

For use by less than 20 people - \$175.00 per day/event (whichever is greater)

For use by 20 or more people - \$325.00 per day /event (whichever is greater)

5. Damage Deposit. For private events, a damage deposit in the sum of \$250.00 must be submitted. An inspection of the facility will be made before the deposit is returned. If the town, in its sole judgement, determines that further cleanup or repairs are necessary, the town may use any or all of the deposit to repair or clean the property. If the cost of cleanup or repairs exceeds the amount of the deposit, the applicant shall reimburse the Town for the additional cost.

6. Cancellations. No refunds will be granted for cancellations.

7. Insurance. Users shall provide a certificate of insurance showing a combined single limit of at least \$500,000.00 and naming the Town of Shelter Island as an additional insured. In the alternative, the Town, in its sole discretion, may accept a certificate evidencing homeowner insurance sufficient to satisfy the Recreation Director.

8. Incidents. The Recreation Director or her designee shall be notified immediately of any incident or accident that occurs at the Community Center. Failure to do so could be cause for revocation of permission to use the facility. The Recreation Director may be contacted at 631-749-0309.

9. Opening and Closing the Facility.

Users will be required to coordinate with the Recreation Director to open and close the building as necessary for the event. The building shall not be left open and unattended during the permitted period.

10. Rules and Regulations. The following rules and regulations shall apply to all events held at the facility:

- 1) All injuries must be reported immediately to the Recreation Director at 631-749-0309, and to Office of the Town Clerk at 631-749-1166.
- 2) Except for American Legion's events or when authorized by the Town Board, no alcoholic beverages are permitted inside the building or on the Community Center grounds.
- 3) All garbage must be collected and placed in the proper receptacles. The garbage shall be bagged and removed from the premises at the user's expense. The facility must be restored to the same condition of cleanliness and good repair existing prior to user's activity.
- 4) No person shall use any violent, obscene or profane language nor shall anyone conduct himself or herself in a disorderly manner.
- 5) Organizations are responsible for bringing their own supplies and equipment, including, without limitation, medical, sports, cell phone, garbage bags.
- 6) Any violation of these rules and regulations will be cause for the revocation of the permit.
- 7) Groups use the facility in an "as is" condition. Notify the Town in advance of any observed dangerous conditions.
- 8) Users shall not use the Community Center equipment unless special arrangements are made and fees paid for the privilege.
- 9) If town staff is not available, the user shall ensure that all doors are locked and lights are turned out when leaving.

FOR INFORMATION REGARDING THE RENTAL OF COMMUNITY CENTER CONTACT THE RECREATION DIRECTOR AT 631-749-0309.