



DEPARTMENT OF PARKS AND RECREATION  
Village of Hastings-on-Hudson  
914-478-2380  
FAX: 914-478-4273  
<http://hastingsrecreation.org>

**APPLICATION FOR USE OF THE JAMES HARMON COMMUNITY CENTER**  
**MAIN ROOM**

NAME OF PERSON(S) IN CHARGE: \_\_\_\_\_  
NAME OF ORGANIZATION: \_\_\_\_\_  
SUPERVISOR'S ADDRESS: \_\_\_\_\_  
SUPERVISOR'S PHONE NUMBERS: (H): \_\_\_\_\_ (C): \_\_\_\_\_  
SUPERVISOR'S E-MAIL ADDRESS: \_\_\_\_\_  
TYPE OF EVENT: \_\_\_\_\_  
NUMBER OF PEOPLE ANTICIPATED: \_\_\_\_\_  
NUMBER OF TABLES/CHAIRS REQUESTED: \_\_\_\_\_  
IS ADMISSION TO BE CHARGED? \_\_\_\_\_ IF SO, AMOUNT: \_\_\_\_\_

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**Rental Fees:**    **Resident Fee: \$250** for up to 5 hours (including set-up and breakdown)  
                      **Non-Resident Fee: \$500** for up to 5 hours (including set-up and breakdown)  
                      **Additional Hours: \$25** for each additional hour  
                      **Cleaning Deposit: \$200** (mandatory)  
                      **Kitchen Fee (Optional): \$25**  
                      **Technology fee (Optional): \$50**

Event Date:	Time to Enter Building:	Event Start Time:	Time of Exit:
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In consideration of your accepting this reservation form, I, the undersigned, for myself, my executors, my guests, administrators and assignees, do hereby release, indemnify and discharge the Village of Hastings-on-Hudson, the Recreation Department, and any and all employees, volunteers, sponsors, organizers, and their representative and successors from all claims of damages, demands, actions and causes of action whatsoever, in any manner arising or growing out of my or my guests participation in said program.

**I attest that the participant and guest(s) are physically qualified to participate in this program, that the person renting the community center is a Hastings-on-Hudson resident and I have fully read and understand the Village of Hastings-on-Hudson rental rules and will abide by them. I further attest that there will be no alcoholic beverages served during this time period and doing so will forfeit my deposit.**

DATE: \_\_\_\_\_ APPLICANT SIGNATURE: \_\_\_\_\_

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**OFFICE USE ONLY:**

FEE: \_\_\_\_\_ REQUIRED DEPOSIT: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE: \_\_\_\_\_ SUPERINTENDENT SIGNATURE: \_\_\_\_\_

**James Harmon Community Center Rules & Guidelines**

(rev. 3/24/2022)

1. The community center is available to be rented by Hastings-on-Hudson residents 21 years old or older as well as by groups/organizations whose members consist of primarily Hastings members.
2. The general use fees for the community center are as follows. Please note that fees are subject to change based on the nature and scope of an activity:
  - Resident Fee: \$250 for 5 hours (including set-up and breakdown)
  - Non Resident Fee: \$500 for 5 hours (including set-up and breakdown)
  - \$200 Deposit Fee (Mandatory)
  - \$25/hr for each additional hour.
  - \$50 technology fee for use of the projector/screen and/or sound system.
  - \$25 for use of Kitchen
3. Any damage or destruction of property shall be paid for fully by the person, individuals or group renting the facility. A minimum security/cleaning deposit of \$200 is required for all reservations of the community center. Deposits should be in the form of a bank check and will be returned within 3 business days if no action is required.
4. All payments are to be provided at the time of reservation.
5. All requests for use of the community center must designate the appropriate day and time, as well as identify the activity supervisor by name, phone number and e-Mail address.
6. The community center is available on a first-come, first-serve basis. All persons and organizations wishing to use the community center must request space at least one week in advance but no earlier than one year in advance without permission from the Parks & Recreation Superintendent.
7. Any damage or destruction to the community center or the property therein shall be paid for fully by the person, individuals or group renting the facilities.
8. In approving any application for the use of the community center, the Parks & Recreation Dept. reserves the right to cancel or amend any reservation upon reasonable notice.
9. In the instance where an event must be cancelled by the organizer, a full refund will be

given if the event is cancelled more than two weeks before the event date. If the event is cancelled within 14 days of the event, a 50% refund will be given. If an event is cancelled within 7 days of an event, no refund will be given.

10. Use of the community center shall be in accordance with the New York State Health and Safety Regulations.
11. The Parks & Recreation Dept. shall not be responsible for any articles which may be stolen, mislaid or damaged.
12. Use of the community center shall be restricted to those areas specifically indicated on the application as approved.
13. No political campaigning of any kind shall be conducted inside the community center.
14. Authorization for the use of the community center shall not carry with it the right to grant or sell "concession" to any person or group without prior approval from the Parks & Recreation Dept.
15. Functions for the apparent purpose of religious proselytizing or conversion are prohibited.
16. Alcoholic beverages and other intoxicants are not permitted on the premises.
17. Smoking is strictly prohibited inside or around the community center.
18. All materials brought into the community center must be removed immediately following the event.
19. Nothing is to be stapled, taped or attached to any structure, plantings, walls, windows or doors in, around and adjacent to the community center building. Mylar balloons are also prohibited
20. No animals of any kind are permitted inside the community center, except for those trained to assist disabled persons.
21. Adult supervision is always required of minors before, during and after an event.

#### Insurance Requirements for Facility Use:

- a. Individuals: Required Insurance – Homeowners Insurance, Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.
- b. Commercial Users: The user hereby agrees to effectuate the naming of the Village of Hastings-on-Hudson as an unrestricted additional insured on the user's policy. The user MUST provide an original ISO endorsement CG 2026 or its equivalent. The policy naming the municipality as an additional insured shall:
  - i. Be an insurance policy from an A.M. Best rated "secured" NYS licensed insurer.
  - ii. Contain a 30-day notice of cancellation and indemnify the village for any applicable deductibles.
  - iii. State that the renter's coverage shall be primary coverage for the municipality, its board, employees and volunteers.
- c. Commercial General Liability Insurance: Minimum \$1,000,000 per occurrence/\$2,000,000 aggregate. User acknowledges that failure to obtain such insurance on behalf of the Village constitutes a material breach of contract and subjects them to liability for damages, indemnification and all other legal remedies available to the Village. The failure of the Village to object to the contents of the certificate of insurance, or the absence of it, shall not be deemed a waiver of any and all rights held by the municipality.

#### **Message from the fire department**

**No candles or fire of any kind is permitted inside the community center. The use of smoke machines (fog machine) is prohibited. The immediate and complete evacuation of all building occupants when smoke/fire notification appliances are sounding is an absolute requirement**