

VILLAGE OF LARCHMONT – APPLICATION FOR USE OF VILLAGE CENTER  
120 LARCHMONT AVENUE, LARCHMONT, NY 10538  
(914) 834-6230, press 1

THIS APPLICATION MUST BE FILED IN THE VILLAGE CLERK’S OFFICE 15 DAYS PRIOR TO THE EVENT. Applications not complete and missing payments and certificates will not be accepted.  
THE VILLAGE CLERK SHALL MAKE EVERY EFFORT TO RESPOND TO A BUILDING USE APPLICATION IN NO MORE THAN SEVEN (7) DAYS FROM THE DATE OF RECEIPT, UNLESS FURTHER APPROVAL FROM THE BOARD OF TRUSTEES IS NECESSARY.

Every Day 9am-10pm, (except Federal Holidays)  
Usage Fee: \$125, up to 4 hours. \$25 custodial fee per usage  
\$30 per additional hour

Date of event: \_\_\_\_\_ Time period from: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Purpose of event: \_\_\_\_\_

Admission fee: \$ \_\_\_\_\_ Estimated attendance: \_\_\_\_\_ (140 maximum persons)

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

\_\_\_\_\_

Name, address and phone number of Not-for-Profit Organization sponsoring event (please print):

\_\_\_\_\_  
\_\_\_\_\_

Name, address and phone number of contact person for the Organization (please print):

\_\_\_\_\_  
\_\_\_\_\_

Contact Information for Person who will be at the event:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone# (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_

Fax #: (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Will food or beverages be served? Please explain.

\_\_\_\_\_

All permits for the use of the Village 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 and Regulations For Building Use.
- Guarantee Orderly Behavior.
- Underwrite Any Damage Incurred By The Organization.
- Provide Certificate of Insurance.
- Provide Copy of Not-for-Profit Certificate 501(c)3.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Room Use Fee \$ \_\_\_\_\_ Key Deposit \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

VILLAGE OF LARCHMONT – VILLAGE CENTER  
QUALIFICATION, RULES AND REQUIREMENTS FOR USE  
BY THIRDPARTY ORGANIZATIONS

**I. QUALIFICATION**

Applicant must be a responsible local, Not-for-Profit organization which performs its mission on behalf of the residents of the incorporated Village of Larchmont.

**II. RULES and REQUIREMENTS**

A. The Village requires a Certificate of Insurance in the amount of one million dollars naming the Village of Larchmont as an additional insured and additionally, the Village will be held harmless for claims arising from the use of the building by the applicant. It is the responsibility of any person or organization using the Village Center to maintain the original order and cleanliness of such facilities. Such person or organization will be responsible for damages relating to its use of the facility.

B. The Village reserves the right to cancel any scheduled use of the building if a conflict occurs with necessary Village Activities. Such cancellations shall be rescheduled at the earliest possible convenience. The Village Board authorizes the Village Clerk to approve and arrange for scheduling the use of the Village Center by applicants satisfying the limitations listed above.

C. A person who is affiliated with the Not-for-Profit, over 21 years old, must be present at all times during the use of the space. This person, whose name and telephone number will have been provided to the Village with the application for use of the space, will be responsible for assuring that the Village's rules for use of the space are followed. Applicant should bring permit with them on day of the event in case it needs to be shown to authorities.

D. The maximum number of people permitted to use the space will be the maximum number which was set forth on the application.

E. The space will otherwise be used in conformance with the information provided in the application.

F. The Village and its representatives will have access to the space at all times.

G. The key will be picked up from the Village Clerk at Larchmont Village Hall on the day of the event or the last business day before the event, before 4:00 PM. The key will be returned to the Village Clerk at Larchmont Village Hall either immediately after the event or the next day if the event ends after Village Hall is closed. A key deposit of \$50 must be left with the Village Clerk. This deposit will be forfeited if the key is lost or returned late. Prior to vacating the space all windows will be closed and doors will be locked.

H. There will no sale of goods conducted.

I. The parties using the space will conduct themselves in an orderly and civil manner.

J. The space will not be used for sports or physical games.

- K. There will be no cooking in the space.
- L. Nothing involving an open flame or a heating element may be used.
- M. No paint or dye may be used.
- N. There will be no smoking.
- O. Sound must not be audible from outside the room when the doors and windows are closed.
- P. No animals will be permitted in the space.
- Q. A Security Deposit of \$250, in the form of a check, will be required at time of application. The security deposit may be forfeited for clean-up of the room; repair of damage to the space; and other Village expenses resulting from violation of any rules. Some portion of the Security Deposit may be forfeited if event exceeds reserved time.
- R. It is the responsibility of any organization or persons using the Village Center to maintain the original order and cleanliness of the Property. All chairs and tables must be put back in their original places and the floor and all Village belongings must remain clean. **You are to supply your own plastic garbage bags.** After your event has ended, and before leaving the Village Center, garbage bags must be tied and left in the trash cans at the exit.
- S. The Village reserves the right to refuse permission to any applicant who has previously violated any of the rules and regulations for use of the Village Center, or who has previously caused damage to the space.

### III. FEES

The following fees will be charged for use of the Village Center. Fees may only be paid by cash, check or money order, made payable to the Village of Larchmont. Deposits must be by check made payable to the Village of Larchmont.

Use of Village Center:	\$125, up to 4 hours
Custodial Fee:	\$25 per use
Key Deposit:	\$50
Security Deposit:	\$250