

APPLICATION FOR THE USE OF THE HAVERSTRAW CENTER
VILLAGE OF HAVERSTRAW

- 1) Name of room(s) requested: _____
- 2) Name of Organization: _____
- 3) Date(s) requested: _____ Day of Week: _____ Time: _____
- 4) Describe activity taking place under this permit: _____

- 5) Number of people participating: _____
- 6) Specific equipment requested: _____
- 7) If there is a fee for this activity, it should be reported to the Director of the Haverstraw Center.
- 8) Submit name, address and telephone number of adult supervisors: _____

(It is mandated that there should be adequate supervision, depending on the number of participants.)

Number of Supervisors: _____

- 9) Fire Codes are posted to determine the number of persons allowed in the facility.

ATTEST: I understand the policies and procedures concerning this application, and will comply with them. _____

Signature of Representative Organization

Application should accompany a **CERTIFICATE OF INSURANCE**, which must include the Village of Haverstraw as additional named insured. Policy should be written through A.M. Best Rated A or A+ Company, and must be licensed to do business in the State of New York, and must be for at least \$1 million General Liability, and include Personal Injury, Premises, and Operation Contractual.

RULES AND REGULATIONS

- No smoking.
- NO drugs or alcohol in THE CENTER at any time. This includes "paraphenalia".
- No one under the influence of drugs or alcohol will be allowed in THE CENTER.
- No foul or abusive language or behavior will be allowed in THE CENTER.
- There is absolutely no physical violence of any kind permitted in THE CENTER.
- If a Staff Member asks you to leave because of rule infractions, you are expected to go at that time.
- During fire drills and/or other emergencies, participants are expected to follow staff directions quickly.
- Participants are not allowed to use the phone except for emergencies.
- It should be understood that approval of this application does not permit applicant to LEASE or allow any other organization or persons to use this facility, without authorization.
- Applicant will be held responsible for any damage incurred during use of this facility.
- Any malfunction of utilities or any safety hazard should be reported to THE CENTER Staff **IMMEDIATELY**.
- Any fees must accompany application request.

ALL REQUESTS must be submitted to the Director of Youth and Family Services at least TWO WEEKS in advance of the date requested.

Processed by:

Director

Date