



TOWN OF GREENBURGH
 Department of Community Resources
 Theodore D. Young Community Center
 32 Manhattan Avenue, White Plains, New York 10607
 (914) 989-3600 * FAX (914) 682-2798
 www.greenburghny.com tdycc@greenburghny.com



PERMIT FOR USE OF FACILITIES AND/OR EQUIPMENT

Permission requested by _____ **FUND RAISER: Yes No**

PLEASE TYPE (name of organization and/or individual)

Full Address: _____

Please Indicate Room(s)/Space(s) Requested: _____

WEEKDAY(S) _____ DATE(S) _____ TIME: FROM _____ TO _____

(Please note that there is no additional time allotted for set-up or breakdown.)

EVENT(S) NAME/PURPOSE: _____

Total # of Chairs Needed: _____ Total # of Tables Needed: _____

Room Setup: _____

ESTIMATED ATTENDANCE: _____

PHONE#: _____

E-MAIL: _____

Please indicate the # of tables you need below.

___ Round Table (approx. 7 chairs)

___ Small Rectangular Table (approx. 8 chairs)

___ Large Rectangular Table (approx. 10 chairs)

PLEASE INCLUDE ANY ADDITIONAL INFORMATION: _____

It is understood that _____ is responsible for the entire group, adhering to all the rules and regulations of the Department of Community Resources, Theodore D. Young Community Center.
(Name of Responsible Person/Organization)

(FOR OFFICIAL USE ONLY)

APPROVED:

DENIED: _____

 Facilities Coordinator Commissioner/Deputy Commissioner

DATE: _____

Notes: _____

Room Fee \$ _____

Other \$ _____

Total Charge: \$ _____

1. Payment of cash, credit card, check, or money order made payable to the Theodore D. Young Community Center is to be received in our Registration Office (3) weeks prior to date of use or (3) weeks after approval (*whichever comes first*). We reserve the right to cancel your event if payment is not received on time.
2. American Express is not accepted.
3. For Submission Instructions please visit our website at: www.greenburghny.com/166/Venue-Rentals.



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ALL TOWN OF GREENBURGH RESIDENTS MUST PURCHASE A TOWN UNICARD FOR FACILITY USEAGE

Rules and Regulations for Use of Facilities

1. Patrons are required to conform to the rules as stated by the attendant on duty.
2. No drugs, alcohol or gambling will be permitted.
3. All fees, if required, must be paid no later than 3 weeks in advance of the event.
4. Cancellation of an event by a patron or organization must be done 1 week prior of the scheduled event in order to receive a full refund.
5. The Town of Greenburgh is not responsible for accidents, injury or loss of property.
6. All gatherings of young people under the age of 18 must be supervised by at least 2 chaperones per 25 youth.
7. For cause, permission is subject to cancellation by this Department.
(Please note: The Department reserves the right to cancel an event at any time before or during said event).
8. For Yosemite Park Picnic Area: Permit is required for groups of 25 or more. If permit is for a group other than family, 25% must be residents of the Town of Greenburgh.
9. Approved copy of this form must be presented to the park attendant on duty.
10. It is department policy that there shall be no refunds of fees paid unless program is cancelled by the department.

Note: Any organization wishing to use a department facility must obtain a Certificate of Insurance which additionally insures the Town of Greenburgh with liability coverage for two million dollars per occurrence and general aggregate of \$4 million. This certificate, along with the necessary application, must be submitted to the Department of Community Resources at the Theodore D. Young Community Center office at least one month prior to the requested date.

Rental Guidelines

1. All rentals in the TDYCC facility will be scheduled in four (4) hour blocks.
2. All outdoor rentals (Pavilion/Yosemite Park) will be scheduled in six (6) hour blocks.
3. All persons/organizations wishing to rent space must obtain a Town of Greenburgh Membership Card.
4. There shall be no refunds paid unless the program/rental is cancelled by the department.
5. Pricing information can be obtained from our website, www.greenburghny.com/166/Venue-Rentals

Release of Liability

In consideration of permission granted by the Town of Greenburgh/Department of Community Resources at the Theodore D. Young Community Center for the use of the following Town facility: I attest

that I am fully authorized by the _____ to hereby
 (Name of Individual/Organization)

release from liability, absolve and agree to hold harmless the Town of Greenburgh, its officers, employees, agents and volunteers, from any liability, claims or causes of action whatsoever arising out of any personal injury to myself, or other people in attendance at the event (whether resulting from negligence of the Town or from some other cause), resulting from said organization's use of any Town facility, property, equipment, device or assistance of Town personnel. I attest and verify that I have been informed of, have full knowledge of and assume all risks, involved in the use of Town facilities.

SIGNATURE OF AUTHORIZED AGENT: _____ DATE: _____

APPROVED (TOWN BOARD, IF APPLICABLE): _____ DATE: _____