

BRIARCLIFF MANOR RECREATION & PARKS DEPARTMENT

BUILDING & FACILITY USE POLICIES & PROCEDURES

The following policies and procedures serve as general guidelines for the use of Village-owned Recreation & Parks Department buildings and facilities by individual residents, community groups, private organizations, and other interested parties.

Facilities: Briarcliff Manor Recreation Center ~ located at 48 Macy Road
Briarcliff Manor Youth Center ~ located at 5 Van Lu Van Road
Law Memorial Park Pavilion ~ located in Law Park on Pleasantville Road

To Apply: All requests for use must be submitted to the Superintendent of Recreation & Parks using the appropriate facility use application form available at the Recreation Office. Applications are also available for immediate download from the link provided on the "Recreation" department page at the Village website - www.briarcliffmanor.org . Requests should be made no earlier than 6 months, and no later than 3 weeks before date of use.

Eligibility: Village of Briarcliff Manor and Briarcliff School District Residents 21 years old or older, Non-Profit Groups and Community Organizations serving the Briarcliff Community, and Private Organizations, Religious Groups and Businesses based in, or serving the Briarcliff Community are eligible to request use of Village facilities. Proof of Insurance and/or submission of a Certificate of Insurance may be required - see reverse for more information regarding insurance requirements.

Notes: Village sponsored programs and events always receive priority over requests for private functions and uses by outside groups. Approval for use is subject to facility availability, suitability of request and adherence to application requirements as determined solely by the Superintendent of Recreation & Parks. All approved requests shall be confirmed with a copy of the application, signed by the Superintendent, returned to the applicant via regular mail.

Fees: Village Organizations and Community Groups*, basically Non-Profit serving the Village of Briarcliff Manor or the Briarcliff area, are not charged a rental fee for their use, but may be subject to Building Supervisor and/or Alcohol Beverage Fees as warranted.

**Examples of organizations that are included in this category include, but are not limited to: Boy Scouts, Girl Scouts, AYSO, Little League, BMYL, FC Briarcliff, Rotary Club, League of Women Voters, Garden Club, BFPA, BriCA, Community Coalition, SafeRides, Briarcliff School Groups, P.T.A. & Booster Clubs.*

Schedule: Rental Fee: Hourly Rate - \$75.00 per hour
Event Rate - \$250.00 first 4 hours, \$50.00 per hour each additional hour

Alcohol Fee: \$50.00 per event with completed alcohol permit form

Supervisor Fee: \$75 for up to 4 hours, \$15.00 per hour each additional hour

Payment: Rental & Alcohol Fees are due at the time of application submission and are payable by cash, check or money order to the **Village of Briarcliff Manor**.

The Supervisor fee, if applicable, is due and payable by cash or check directly to the assigned supervisor on the date of your use.

INSURANCE REQUIREMENTS

for Users and Renters of Village of Briarcliff Manor Buildings & Facilities

COMMERCIAL USERS:

- A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.

Named of Additional Insured is the **VILLAGE OF BRIARCLIFF MANOR** – Address as follows:

VILLAGE OF BRIARCLIFF MANOR
1111 PLEASANTVILLE ROAD
BRIARCLIFF MANOR, NY 10510

- B. The policy naming the municipality as an additional insured shall:

- * be an insurance policy from an A.M. Best rated "secured" NYS licensed insurer;
- * contain a 30-day notice of cancellation;
- * state that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers; and
- * **additional insured status** shall be provided with ISO endorsement CG 2026 or its equivalent

- C. The user agrees to indemnify the municipality for any applicable deductibles.

- D. Enclose a copy of the endorsement providing additional insured status.

- E. Required Insurance:

- * **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.

- F. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

INDIVIDUAL USERS:

- A. Required Insurance: **Homeowners Insurance** *

Section Two - Liability: \$100,000 limit of liability.
Policy shall not exclude the off-premises activities of the insured.

- * *Proof of insurance to be provided upon request*