

Ken Reeves  
Recreation Supervisor  
Southold Recreation Department  
Phone: 631.765.5182

970 Peconic Lane  
P.O. Box 267  
Peconic NY 11958  
Ken.Reeves@town.southold.ny.us

***APPLICATION FOR USE OF THE SOUTHOLD  
TOWN RECREATION CENTER***

***IF BUILDING IS LOCKED, PICK UP KEY AT  
POLICE STATION, LOCK WHEN DONE.***

***RECREATION CENTER IS AVAILABLE FOR USE  
TO LOCAL GROUPS THAT ARE NON-PROFIT,  
SERVICE, COMMUNITY, OR CIVIC IN NATURE.***

Requesting Organization: \_\_\_\_\_

Is organization civic, community, service, or non-profit:  Yes  No

Applicant's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Requested date: \_\_\_\_\_ Approximate # of people: \_\_\_\_\_

Reason for use (Please be specific: \_\_\_\_\_  
\_\_\_\_\_

Room requested: Main Hall  Conference Room  Kitchen

Requested time:

From: \_\_\_\_\_ To: \_\_\_\_\_

Please allow ample time to set up and clean building after use.

Equipment needed (please circle items needed):

Microphones piano tables chairs TV VCR chalkboard.

Fee charged to participants (if any): \_\_\_\_\_

Funds being used for what purpose: \_\_\_\_\_

***(CONTINUED ON OTHER SIDE)***

# HOLD HARMLESS AGREEMENT



The applicant/group/organization agrees to indemnify and hold harmless the Town of Southold, its officials, employees, and/or agents from all claims, lawsuits, hospital and/or doctor bills, actions, proceedings, and liabilities for the loss or damage to property, or any injury, the death of a person, including any expenses incurred by the Town of Southold defending any claims, lawsuits, or action that may arise as a result of the conduct, actions, including the negligence of the applicant/group/organization to the fullest extent permitted by applicable law.

I have read the attached policies, rules, and guidelines for the use of the Southold Town Recreation Center and agree to abide by them.

SIGNATURE: \_\_\_\_\_

NAME (PLEASE PRINT): \_\_\_\_\_



## FOR OFFICE USE ONLY

CERTIFICATE OF INSURANCE REQUIRED?

YES

NO

FACILITY IS:

REQUEST IS:

AVAILABLE { }

APPROVED { }

NOT AVAILABLE { }

DENIED { }

\_\_\_\_\_  
Recreation Department

\_\_\_\_\_  
Supervisor

# **SOUTHOLD TOWN RECREATION CENTER POLICIES, RULES, AND GUIDELINES**

**KINDLY CONTACT THE RECREATION DEPARTMENT AT  
765-5182 IF YOUR GROUP WILL NOT BE MEETING.**

The following policies, rules and guidelines apply to all groups and organizations utilizing the recreation center:

1. The applicant is wholly responsible and liable for any damage to the building or grounds occupied by their group or organization.
2. The applicant is responsible for the safety of occupants while the building or grounds are being used by their group or organization.
3. The building must be left clean and orderly and in its original condition.
4. A Town of Southold employee will have access to the building at all times and may, in his/her discretion, revoke permission for use of the building or grounds.
5. If a Town-sponsored event conflicts with an approved date, building and grounds use may be cancelled without advance notice.
6. Groups requesting use of the recreation center must be non-profit, service, or civic in nature. A majority of the group members must be residents of the Town of Southold.
7. The applicant is responsible for any advance preparation required including the set-up of tables and chairs. The building or grounds must be returned to its original condition. This may include sweeping, mopping, garbage pick-up, etc.
8. Only Town-sponsored activities will be serviced by the custodial staff.
9. Failure to abide by the rules and policies of the building and grounds use may result in denial of permission to utilize the facility for the scheduled event as well as future use and enjoyment.
10. Smaller groups must use the conference room unless a special exception is granted.
11. Evening and weekend groups must maintain a minimum of 15 - 20 people. Building use will be denied for groups with fewer members at these times.
12. No alcohol may be consumed, sold, or provided on the premises at any time by any individual or group utilizing the facility.
13. **NO SMOKING** in any area of the building (main hall, conference room, bathrooms, kitchen, hallway, etc.)
14. Ceiling and wall decorations, paintings, and posters must be displayed under the direct supervision of the custodial staff.
15. Open use for informal groups to play ping-pong, billiards (pool), and cards shall be permitted only when building is not in use by other groups or organizations.
16. A certificate of insurance (naming the Town of Southold as additional insured) may be required and is the responsibility of the applicant.