RULES FOR USE OF PLANDOME VILLAGE GREEN

The Board of Trustees, in an effort to assure equitable and responsible use of the Village Green, has adopted the following rules:

I. **General Provisions:**
   A. Plandome Organizations must seek written permission from the Village before any organized group or any group utilizing the instruction of a volunteer or paid coach or instructor may use the Village Green at any time. Application form available from Village. (www.villageofplandome.org)

   B. The sponsoring organization and/or individual (hereinafter referred to as the "user") for any authorized event or activity on the Village Green shall be responsible to see that all rules stated herein are complied with.

   C. The user shall be responsible for the conduct and behavior of those in attendance at the sponsored event or activity.

   D. The user shall be responsible to provide security for participants at such events or activities.

   E. The Inc. Village of Plandome shall be held harmless for any injury or damages incurred by the participants in such events or activities.

   F. The user shall be held accountable for any damages to Village property that may be suffered by such use. Costs incurred by the Village for cleaning and/or repair of such damages shall be immediately reimbursed upon receipt of notification by the Village.

II. **Eligible for Use:**
   Plandome organizations hosting an event, which is deemed acceptable to the Village Clerk pursuant to the requirements herein, where a majority of the attendees are Plandome residents or discretion where deemed not required by Village Clerk. When the group is comprised mainly by adolescents, there must be sufficient adult supervision to assure that the group will conduct themselves in a responsible manner.

III. **Procedure for Obtaining Permission:**
   A. Written application must be made to the Village, on form provided, at least thirty (30) days prior to the proposed event date. Application must be accompanied by the required certificate of insurance and specified fee.

   B. Any applicant/user* for use of the Village Green shall provide the Village with a certificate of insurance as follows:

   Certificate must indicate general liability, property damage, personal injury and proof liquor liability (if applicable) coverages in an amount not less than $2,000,000. The Village of Plandome, 65 South Drive, Plandome, NY, **must** be listed as the Certificate Holder and as an Additional Named Insured.

   *The Plandome Fire Department is exempt from this requirement as long as they are covered under the Village insurance policy.
IV. **Availability:**
   A. Qualified applicants will be scheduled on a first come - first served basis, unless the best interests of the Village otherwise dictate.

   B. The use of the Village Green is discouraged on major religious holidays and during holidays when the Village Office is closed and may be denied by the Village Clerk. Use will be limited to 9:00AM - 8:00PM Monday through Saturday; and 12:00PM - 6:00PM on Sunday, unless otherwise approved by the Village Clerk.

   C. Any requested use may be denied by the Village Clerk when the request is made by an organization or resident which has not previously discharged its obligations to the Village or does not qualify as an acceptable special event. When an application is denied by the Village Clerk, the applicant may appeal the decision to the Board of Trustees.

V. **Cancellations:**
   A. The Village reserves the right to cancel any previously authorized Village Green use. In the event of a cancellation by the Village, every effort will be made to notify the applicant as soon as possible and any application fee and deposit shall be fully refunded.

   B. Cancellations by applicants must be made as soon as practicable, but in no event later than seven (7) days prior to the event. Application fees will be fully refunded when canceled more than seven (7) days in advance. When a cancellation occurs less than seven (7) days before the event, no refund of the application fee will be made. All cancellation notifications must be made directly to the Village Office.

VI. **User Responsibilities:**
   The user shall be obligated to promptly (within 2 hours) restore the green to an "as found" condition; including state of cleanliness. Any trash, garbage, and recyclables shall be put in secured bags and placed in the trash receptacles located outside the Village Hall.

VII. **Use Prohibitions:**
   A. The following actions are **NOT permitted** without prior specific written authorization from the Village Clerk:
      1. use of alcoholic beverages (without specific permission of Village Clerk)
      2. use of open fires of any kind
      3. use of the Village Official/Police parking spaces outside the Hall
      4. Illegal parking (inc. parking on grass)

   B. User must assure that **no alcoholic beverages will be served to minors** at any time during sponsored events or activities at the Village Green.

VIII. **Fees:**
   If the activity requires set up/clean up or use of the facilities, than a few will be required as follows:

<table>
<thead>
<tr>
<th>Size of Group</th>
<th>Cost per Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 40 persons</td>
<td>$50.00</td>
</tr>
<tr>
<td>41 - 60 persons*</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

   * size of any group limited to 60 persons

IX. **Administrative:**
   The Board of Trustees reserves the right to waive, amend or alter any provision of the foregoing without notice.