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

I. **Eligible for Use:**
Plandome organizations sponsoring an event which is deemed acceptable to the Village Clerk, where a Plandome resident 18 years old or older is the honoree and a majority of the attendees are Plandome residents.

II. **Procedure for Obtaining Permission:**
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, fee and deposit (deposit may be deferred to a later date prior to the event).

III. **Availability:**
A. Most areas of the Village Hall are available for use. Use of any area of the Village Hall requires an approved application.

B. The use of the Village Hall facilities is discouraged on major religious holidays and during holidays when the Village Office is closed. Use will be limited to 5:00PM - 10:00PM Sunday through Thursday; and 5:00PM - 12 Midnight on Friday and Saturday, unless otherwise approved by the Village Clerk.

IV. **General Provisions:**
A. Qualified applicants will be scheduled on a first come first served basis, unless the best interests of the Village otherwise dictate.

B. Official Village of Plandome meetings shall take precedence over all other applications regardless of the date of application.

V. **Cancellations:**
A. The Village reserves the right to cancel any previously authorized village hall 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. **Insurance Requirement:**
Each applicant for use of the Village Hall 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 Additional Named Insured.
VII. Fees & Deposits:

A. Fees are charged to offset the costs of operating the hall including, meeting set-up and breakdown, opening, closing, security, cleaning, electricity, temperature control and routine maintenance.

B. No fees charged to organizations for regularly scheduled events. Otherwise, fees apply to the organization they sponsor at the time of the filing of the application, according to the following schedule:

<table>
<thead>
<tr>
<th>Size of Group</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 40 persons</td>
<td>$100.00 per hour* (or part thereof) per floor or room</td>
</tr>
<tr>
<td>41 + persons</td>
<td>$125.00 per hour* (or part thereof) per floor or room</td>
</tr>
<tr>
<td>Use of Kitchen</td>
<td>$50.00 per use</td>
</tr>
</tbody>
</table>

*anytime hall is used, including set-up, deliveries, etc.

C. All approved applicants shall be required to post a cash security deposit, at least seven (7) days prior to the event, according to the following schedule:

<table>
<thead>
<tr>
<th>Size of Group</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 40 persons</td>
<td>$250.00</td>
</tr>
<tr>
<td>41 - 100 persons</td>
<td>$500.00</td>
</tr>
<tr>
<td>Kitchen Use</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

1. The deposit shall be returned to the applicant after the building has been inspected after the use and any restoration/repair item incurred as a result of the use, if applicable, has been resolved to the Village’s satisfaction. The Village shall/may use the security deposit funds as follows:

a. Use of village personnel, if necessary, to restore hall to pre-use condition shall be billed at $25.00 per man hour.

b. Any violation of the terms of this application or the Rules for the Use of the Village Hall shall result in a fifty dollar ($50.00) fee for each violation.

c. Any use of an outside contractor shall be billed at the actual cost of the contractor plus an administrative fee.

VIII. Prohibitions:

The following actions are not permitted without the specific authorization of the Village Clerk:

1. serving of alcohol to minors under age 21.
2. smoking in any part of the building
3. use of the oven except for warming
4. any use of the broiler
5. use of the elevator by children unless accompanied by an adult
6. use of any roof surface, including roof outside main meeting room
7. use of fireplace
8. the moving of any furnishings of the Village Hall
9. the use of tacks, nails, tape, etc. on any surface inside or outside the Village Hall
10. use of confetti of any type
11. the posting of any signs outside the Village Hall
12. use of the Village Official/Police parking lot outside the Village Hall

VIII. Administrative:

A. The Board of Trustees reserves the right to waive, amend or alter any provision of the Rules for use of Plandome Village Hall and foregoing Plandome Village Hall Resident Use Application without notice.

B. Any application denied by the Village Clerk may be appealed to the Board of Trustees.