

Application for use
Thelma Zimmer/William Van Dorn Youth and Community Center
18 Center Street
Ardsley, NY 10502
914-693-8012

Name of Applicant: _____ Telephone No. _____

Address: _____

Purpose of Gathering: _____

Date/Time of Use: _____
(Day of Week) (Month, Date, Year) (Time)

Description of Program: _____

Refreshments _____ Anticipated Number _____ Tables/Chairs _____

Rental Fees and Policies: All Parties are to be over no later than 11 pm.

Please make all checks payable to **Village of Ardsley**.

Rental Fees: Mon – Fri – 6pm – 11pm village residents \$125, non-village \$150
½ day rentals 12pm to 5pm or 6pm to 11pm Sat and Sun - village residents \$225, non-village \$275, Full day rental 12pm to 11 pm Sat and Sun- village residents \$375, non-village \$425.

Fees are due 2 weeks prior to event

Completed application and Damage deposit fee are due at time of booking. Room cannot be reserved until both are received.

Cancellation: Cancellations must be made two weeks prior to party in order to get a refund. Cancellation must be made by phone or in person at the Community Center office. If Cancellation is notified later, no refund will be given.

Refundable Damage Deposit: A Damage Deposit Fee of \$250 is due upon booking, and must be dated for the date of the event. Damage fee will NOT be deposited, but is kept until Community Center is checked, after the event. Police Department will not allow access to the Community Center if damage deposit has not been received. Keys to the Community Center are to be picked up at the Ardsley Police Department the day of the event. Driver's license is required for proper identification.

ABSOLUTELY NO ALCOHOLIC BEVERAGES PERMITTED AT THE COMMUNITY CENTER.

It is understood that the Village of Ardsley assumes no responsibility whatsoever for any property placed in the Community Center in connection with a program, and that the Village of Ardsley is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained during or by any reason of a program held on the Youth and Community Center premises, We have read and agreed to abide by the regulations of the Policy Statement for the use of the Youth and Community Center by Community Groups attached to this application.

Signature of Authorizing Officer: _____ Date: _____

