

**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**.

**PLEASE MAIL FORM AND PAYMENT TO: Village of Ardsley
507 Ashford Ave
Ardsley, NY 10502**

**Rental Fees: Weeknights: Mon to Fri from 6 PM – 11 PM,
Village residents \$125, Non-village \$150**

**½ day rentals: Sat & Sun from 12 PM to 5 PM or 6 PM to 11 PM,
Village residents \$225, Non-village \$275**

**Full day rental: Sat & Sun from 12 PM to 11 PM
Village residents \$375, Non-village \$425.**

**> Fees are due up front with the Damage Deposit check and Rental Form <
Completed Application, Room Rental Fee and Damage Deposit Fee are due at time of booking. Room cannot
be reserved until they are all 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 the Community Center.
It WILL be cashed and then refunded back after the party is over and the Community Center is fully checked.**

****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. Any questions on day of event,
please call the Ardsley Police Department at (914) 693-1700.**

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: _____