

## **Thelma Zimmer/William Van Dorn Youth and Community Center Rules and Regulations**

1. The Community Center is available to be rented by Ardsley residents and non-Ardsley residents 21 years old or older.
2. Village of Ardsley-based non- profit and municipal organizations with appropriate certification shall have access to village facilities free of charge.
3. The general use fees for the community center are as follows:  
Village of Ardsley Residents = \$75 per hour  
Non-Residents = \$125 per hour

For reservations, call Parks & Recreation Department at (914) 693-8012.

4. A security deposit of \$250 is required for all reservations of the community center.
5. Any damage or destruction to the community center or the property therein will result in loss of security deposit.
6. In the instance that an event has to be cancelled by the organizer, a full refund will be given if the event is cancelled two weeks before the event date. If cancellation is notified later, no refund will be given.
7. Use of the Community Center shall be in accordance with the New York State Health and Safety Regulations.
8. The Parks & Recreation Department shall not be responsible for any articles which may be stolen, mislaid or damaged.
9. Authorization for the use of the community center shall not carry with it the right to grant or sell "concession" to any person or group without prior approval from the Parks & Recreation Department.
10. Functions for the apparent purpose of religious proselytizing or conversion are prohibited.
11. Alcoholic beverages and other intoxicants are NOT permitted on the premises.
12. Smoking is strictly prohibited inside or around the community center.
13. All materials brought into the community center must be removed immediately following the event. The room must be clean.
  - a. Floors swept
  - b. Tables wiped clean and put away
  - c. Kitchen wiped clean including OVEN
  - d. Extra food taken home or thrown away
  - e. Recyclables (cans and bottles) emptied , rinsed and placed in proper bins
  - f. Garbage must be placed in plastic bags and taken to vestibule
14. Nothing is to be stapled, taped or attached to any structure , walls, windows or doors in, around and adjacent to the community center building.
15. Adult supervision is required of minors at all times before, during and after an event.
16. No candles or fire of any kind is permitted inside the community center.
17. Keys to community center MUST be picked up at the Ardsley Police Department no more than 1 hr. prior to start of event. Driver's license is required for proper identification.
18. The Village has the right to have a representative present at any time during an event.
19. A full inspection will be conducted at the end of each event.
20. Kitchen is for heating up purposes ONLY, no cooking shall be done.
21. The TV's are NOT to be touched or you will lose your deposit!