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Village of Southampton

23 MAIN STREET
SOUTHAMPTON, NEW YORK 11968-4899

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VILLAGE ADMINISTRATOR
STEPHEN E. FUNSCH, CPA
VILLAGE ATTORNEY
RICHARD E. DEPETRIS
BUILDING INSPECTOR
JONATHAN B. FOSTER

MAYOR
MARK EPLEY
TRUSTEES
WILLIAM J. HATTRICK, JR.
MICHAEL G. IRVING
NANCY C. MCGANN
RICHARD W. YASTRZEMSKI

REQUEST FOR USE FORM

DATE: _____

LEVITAS CENTER (front & rear)

CONCERT HALL (rear)

EXHIBITION ROOM (front)

VETS HALL, 1ST FLOOR

VETS HALL 2ND FLOOR

VETS HALL BASEMENT

Room 1

Room 2

Room 3

Room 4

Room 5

Open Area

Name of Organization _____

Name and Address of Contact Person _____

_____ Phone Number _____

Date of Event _____ Time of Event* From _____ To _____

**Please include time you would like access and time you need to clean up.*

How many people do you anticipate? _____

Briefly describe the purpose of the event:

Do you need.....Chairs _____ How many? _____

Tables _____ How many? _____

Are you requesting a Village employee to assist in any way with set up of your event?

Yes _____ No _____

Are you requesting the use of the piano or VCR?

Yes _____ No _____

Is this a fund raising event?

Yes _____ No _____

Certificate of Insurance: Usage Fee: Amount \$ _____

Approved: _____ Date: _____

RULES AND REGULATIONS AND USAGE OF
VETERAN'S HALL/CULTURAL CENTER

- Be considerate of groups before and after you. We have a limited amount of space and an over abundance of organizations who use the buildings.
- Furniture in each respective building shall not be moved in or out of the building. An exception to this may be considered by contacting the Building Supervisor in advance of your scheduled date.
- No items shall be dragged across any floor. We have hand trucks and dollies on premises for any moving purposes. If requested in advance, we will try to assist you in any way we can. Floors can be damaged easily, especially our wood floors, which are costly to maintain.
- Use of tape, nails or any other fasteners is strictly forbidden on walls, mirrors or floors. The Cultural Center has metal hanging strips around entire perimeter for these purposes. Tape applied to floor will peel poly finish off when removed.
- Any chairs used shall either be stacked in back area (on stage) or neatly in groups of five against the walls of the Cultural Center.
- Tables and peg boards/room dividers shall be placed along walls or in front of coat racks.
- Any additional tables, chairs or equipment brought out must be put back before you leave.
- Heating and air conditioning are automatically preset in the Cultural Center and may be temporarily adjusted on face of thermostat. Heat in the Veteran's Hall should be returned to 68 degrees when you leave.
- The maintenance staff regularly cleans the building, but any excessive garbage or debris is your responsibility. Maintenance workers hours are from Monday to Friday, 6:30 AM to 3:00 PM. If there is a group scheduled after you, outside of these hours, there will be no clean up for that group.
- Do not leave the premises until someone from the Village locks up the building.
- No animals are allowed in either building, except for service animals, i.e. "Seeing Eye" dogs.

CONTACTS:

Monday – Friday before 3:00 PM (or emergency)
John Cause, Buildings Supervisor
283-2063(office)

Monday – Friday after 3:00 PM Saturday & Sunday
831-8269 (cellular)

Cultural Center Office
287-4377

The undersigned is over 21 years of age, has read these regulations, and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of the _____ does hereby covenant

(name of organization)

and agree to defend, indemnify and hold harmless the Village of Southampton from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Southampton Village property, facilities and/or services by _____.

(name of organization)

SIGNATURE: _____

NAME OF ORGANIZATION: _____

DATE: _____

POND LANE FACILITIES

GOVERNING RULES

AUGUST 10, 2001

ELIGIBILITY FOR USE

Veterans groups, cultural groups, service, civic, and fraternal organizations, school groups and youth activity groups with adult supervision, local chapters of support, environmental groups, and not-for profit advocacy groups.

Political, religious, or commercial activities are not permitted.

Using organizations must be based in the Southampton Fire or School District.

PRIORITY

Veterans organizations have priority for use of the Veterans Memorial Hall.

Activities associated with the Southampton Commission on the Arts (the Cultural Center) have priority for use of the cultural and Civic Center.

Both facilities are available for eligible groups when not in conflict with these priorities.

SCHEDULING

Veterans Memorial Hall: Requests for use of this building should be addressed to the Village Clerk's office which will coordinate periodically with the Combined Veterans Organization (CVO) to ensure veterans priority. Requests should be in writing using forms available at the Clerk's office.

Cultural and Civic Center: Requests for use of this building for activities associated with the Cultural Center should be addressed to the Cultural Center Administrator (287-4377).

Requests for use of this facility for other activities should be addressed to the Village Clerk's office. Requests should be in writing using forms available at the Clerk's office. To facilitate scheduling during peak periods, reservations for use of the Cultural and Civic Center

during June, July and August for activities not associated with the Cultural Center will not be made until May 15th.

RULES FOR USE:

1. Users must leave the facility in a clean and orderly condition.
2. In general, users are responsible for any special set-up. Arrangements for exceptions must be made well in advance during working hours with Gary Goleski, Building Maintenance Supervisor.
3. Smoking is not permitted in either building.
4. Users must comply with the Rules and Regulations For Usage of Veteran's Hall/Cultural Center and must sign same agreeing to compliance.
5. Fund raising activities are not encouraged and will be permitted only on a special exception basis.

FEES:

The Veterans Hall and the Cultural Center are available to eligible groups at a fee of \$100.00 for up to four (4) hours of usage. Additional usage will be charged at \$25.00 per hour.

INSURANCE:

A Certificate of Liability Insurance with limits of at least \$500,000 for bodily injury and property damage liability naming the Village of Southampton as an additional insured must be submitted prior to approval of request.

Individual applicants must submit a copy of their homeowner's policy indicating liability insurance in the amount of \$500,000 or more.

No individual may make application on behalf of a corporation, partnership, association or group.

EXCEPTIONS:

Requests for exceptions to these guidelines should be addressed in writing to the Board of Trustees.