

**LEISURE KNOLL ASSOCIATION, INC.**  
**APPLICATION FOR USE OF FACILITIES**  
**LKA CLUBS AND COMMITTEES**

**PLEASE PRINT**

Applicant-Resident's Name \_\_\_\_\_

Resident's Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Anticipated Resident Attendance \_\_\_\_\_ Day(s) of Week \_\_\_\_\_

Date requested \_\_\_\_\_

**Activity Time:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Set up Time:** From: \_\_\_\_\_ To: \_\_\_\_\_

Requesting the use of: 1. Recreation Hall \_\_\_\_\_

2. Craft Center \_\_\_\_\_ Room # \_\_\_\_\_

3. Picnic Area \_\_\_\_\_

4. Other Area (i.e, Recreational Facilities) \_\_\_\_\_

Check if any of the following associated facilities are needed:

Kitchen \_\_\_\_\_ Stage \_\_\_\_\_ Piano \_\_\_\_\_

**I understand that I will:**

- a) Submit a plan for seating arrangements to the Chairperson of the Recreation Area, at least 30 days in advance of the use, in order to assist the Maintenance Department in setting up the necessary accommodations.
- b) Leave the facilities in the same condition found.
- c) Report any damages.
- d) Use only the area authorized. **NOTE: The Library and the Billiard Room are not to be used for your function.**

**RESIDENT'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Request has been reviewed: **Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Disapproved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**NO SMOKING AT ANY TIME IN ANY AREA OF THE  
RECREATION BUILDING AND THE CRAFT CENTER**

**NO EVENTS ARE TO BE HELD IN THE PARKING LOT**

**TO ALL APPLICANTS:**

**TO ENSURE THAT THE PROPER INFORMATION IS INPUT ONTO THE MONTHLY CALENDARS, PLEASE BE SURE TO COMPLETE ALL THE INFORMATION REQUESTED ON THE USE OF FACILITY FORM.**

**THE INFORMATION YOU SUBMIT ON THE APPLICATION IS USED FOR CREATING OUR MONTHLY CALENDAR AND ALSO FOR THE LARGE FACILITIES CALENDAR IN THE OFFICE.**

**THE FORM HAS SPACE REQUESTING A SET UP TIME FOR THE FUNCTION AND SPACE REQUESTING THE ACTUAL TIME OF THE ACTIVITY. THESE MUST BE FILLED OUT WITH THE CORRECT INFORMATION.**

# *Leisure Knoll Association, Inc.*

710 Whiskey Road, Ridge, New York 11961

Phone (631) 744-6000 Fax (631) 744-9791

Email: [leisureknoll@leisureknoll.org](mailto:leisureknoll@leisureknoll.org)

## **RESIDENTS ONLY - USING RECREATIONAL FACILITIES**

TO: All LKA clubs and Committees

FROM: The Board of Directors, Leisure Knoll Association, Inc.

SUBJECT: **The permissible number of people at functions in the Recreation Hall and Social Room**

1. **FOR SIT DOWN DANCES AND PARTIES**

No more than 12 tables with 10 persons at each table in the Main Hall (Recreation Hall) and no more than eight (8) tables with 10 persons at each table in the Social Room. This will limit the number of persons attending these affairs to 200.

2. **FOR MEETINGS AND GATHERINGS WHERE NO TABLES ARE USED**

No more than 180 chairs to be set up on the Main Hall and no more than 80 chairs to be set up in the card room. This will limit the number of persons attending these affairs to 260.

3. To eliminate a possible casualty in case of any emergency, ALL Tickets, 50/50 chances, etc. **MUST** be sold at a location or locations, not to impede rapid exit. NO tables, chairs etc., will be allowed to interfere with emergency evacuation.

The Directors request that these requirements, mandated by the Fire Marshal of the Town of Brookhaven, be adhered to (no deviation). This action is being taken for the safety of our Residents if the Hall must be cleared in case of an emergency.

**THE FACILITY MUST NOT BE OVERCROWDED AT ANY TIME**

Total compliance to these regulations is the responsibility of each organization and the Directors are requesting your complete cooperation.

\_\_\_\_\_  
Resident's Signature Applying for The Use of Facilities

Date: \_\_\_\_\_

# *Leisure Knoll Association, Inc.*

## **EMERGENCY FIRE ALARM PROCEDURES**

A Fire Marshall will be appointed by the person in charge of any event being held in the Recreation Hall to assist in the exiting of the building.

This **MUST** be done whether it is a private party or a Leisure Knoll event.

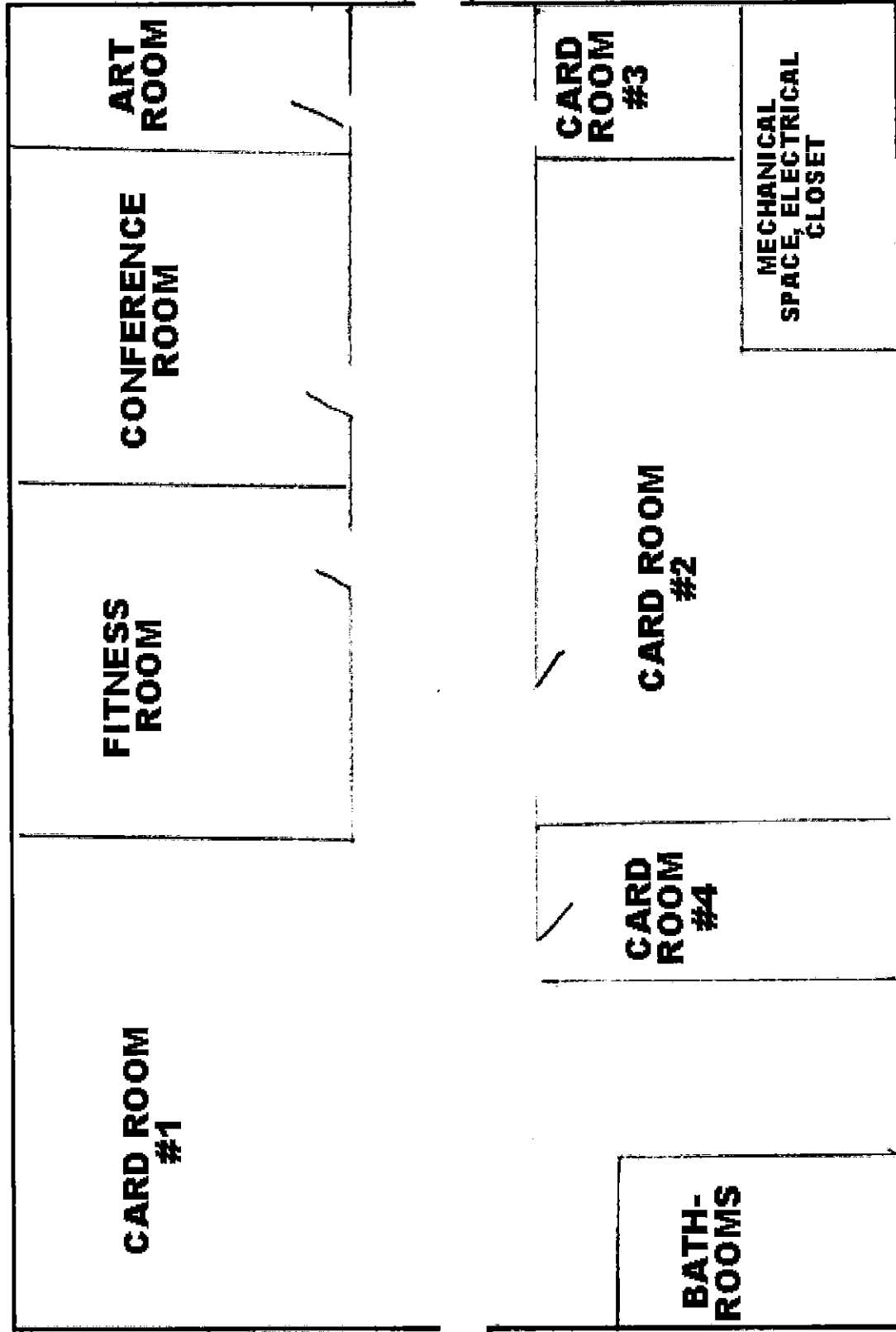
Name of assigned Fire Marshall for this Event:

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In the event a fire alarm sounds in any of the buildings within the Leisure Knoll Community, the following procedures **MUST** be followed:

Everyone must exit the building **IMMEDIATELY** and **REMAIN** outside until the Fire Department gives permission to re-enter.

# CRAFT CENTER LAYOUT



NOT TO SCALE

