

LEISURE KNOLL ASSOCIATION, INC.
APPLICATION FOR USE OF FACILITIES
RESIDENT'S PRIVATE PARTY

PLEASE PRINT

Applicant-Resident's Name _____

Resident's Address _____ Phone Number _____

Purpose of Use _____

Anticipated Attendance: _____ (NOT TO EXCEED 100 PEOPLE)

Date to be used: From: _____ Day of Week: _____

Time to be used: From: _____ To: _____

Requesting the use of Recreation Hall. Check if any of the following associated facilities are needed:

Kitchen _____

Stage _____

I understand that I am obligated to:

- Submit a plan for seating arrangements to the Administration Office, at least 14 days in advance of the use in order to assist the Maintenance Department in setting up the necessary accommodations.
- Leave the facilities in the same condition found.
- Report any damages.
- Reimburse the Leisure Knoll Association, Inc. for any damage and extra expense, such as overtime incurred.
- Use only the area authorized. **NOTE: Attached are the Rules and Regulations.**
- A check in the amount of **\$300.00** is to be made in the name of Leisure Knoll Association, Inc. 30 days prior to the function. A \$100 cancellation fee applies to all events cancelled by the applicant/resident
- An "Escrow Deposit" in the amount of **\$500.00** is also required at the time of approved use. The "Escrow Deposit" will be refunded within five (5) days following the use if charges are not warranted.
- The use of Facility is for a maximum of five (5) hours. Premises must be vacated by 12:00 AM.
- **No decorating or setups the evening before a scheduled party. The hall is available for the date indicated.**
- **Only Use of Recreation Hall. If children are unsupervised, applicant may forfeit their deposit.**

RESIDENT'S SIGNATURE _____ DATE: _____

Request has been: Approved: _____ Disapproved: _____ Date: _____

Reviewed: _____

Comments:

NO SMOKING AT ANY TIME IN ANY AREA OF THE RECREATION BUILDING
NO EVENTS ARE TO BE HELD IN THE PARKING LOT

NO PRIVATE PARTIES TO BE HELD ON A THREE DAY OR HOLIDAY WEEKEND

LEISURE KNOLL ASSOCIATION, INC.

USE OF FACILITIES RESIDENT'S PRIVATE PARTY

RULES AND REGULATIONS

1. THE EVENT CANNOT EXCEED 100 PEOPLE.
2. THE FACILITIES ARE FOR THE ENJOYMENT AND USE BY THE RESIDENTS OF THE COMMUNITY.
3. THE FACILITIES CAN BE USED BY THE RESIDENTS FOR SPECIFIC FUNCTIONS.
4. EVERY PRECAUTION IS TO BE TAKEN TO PREVENT ANY DAMAGE TO THE FACILITIES.
5. ALL DAMAGES ARE TO BE REPORTED TO THE RECREATION CHAIRPERSON AND/OR THE ADMINISTRATION OFFICE (744-6000).
6. **SMOKING IS NOT PERMITTED** AT ANY TIME IN ANY AREA OF THE RECREATION BUILDING.
7. ONLY TABLE DECORATIONS ARE PERMITTED. DECORATIONS ARE NOT ALLOWED TO BE PLACED ON THE WALLS OR HUNG FROM THE CEILING. **CANDLES ARE NOT TO BE USED.** BALLOONS CAN BE USED PROVIDED THEY ARE TIED TO THE TABLES. **CONFETTI OF ANY KIND IS NOT ALLOWED!!**
8. DECORATIONS OR SETUPS **CANNOT BE DONE THE DAY OR EVENING BEFORE A FUNCTION.** THE HALL IS USUALLY VACANT PRIOR TO THE TIME SPECIFIED AND ALL DECORATING CAN BE DONE PRIOR TO THE FUNCTION.
9. **GARBAGE CANS AND BAGS ARE SUPPLIED. PLEASE ROLL CANS OUT TO SHED IN BACK (OUTSIDE BACK KITCHEN DOOR), REMOVE BAGS FROM CANS AND PLACE GARBAGE BAGS IN SHED. RETURN GARBAGE CANS TO BACK KITCHEN AREA.**

USE OF RECREATION HALL

TO BE USED BY A RESIDENT EITHER FOR PERSONAL REASONS OR FOR FAMILY MEMBERS. NO MORE THAN 12 TABLES WITH A MAXIMUM OF 10 PEOPLE PER TABLE. NO EXCEPTIONS WILL BE MADE.

NAME (PLEASE PRINT)

ADDRESS

SIGNATURE

DATE

Leisure Knoll Association, Inc.
Private Party

AREAS THAT ARE NOT TO BE USED:

LIBRARY
BILLIARD ROOM

SWIMMING POOL
CARD ROOM

OUTSIDE PLAY AREA - SHUFFLEBOARD, BOCCE,
HORSESHOE COURT, TENNIS COURTS
BBQ & PICNIC AREA

USE OF THESE FACILITIES BY THE RESIDENT AND GUESTS IS NOT PERMITTED.

IF USED, WILL RESULT IN FORFEITURE OF ESCROW DEPOSIT.

NOTE: ABSOLUTELY, NO CONFETTI OF ANY KIND MAY BE USED.

I, _____ (resident) fully understand the above and
acknowledge by signing below:

Signature

Date

PLEASE NOTE:

- **The Air Condition/Heating Systems will be electronically programmed to provide maximum comfort conditions during the hours you requested for the Use of the Club House.**

Please do not attempt to re-adjust any of the wall mounted thermostats or the air condition installed in the kitchen above the sink.

Tampering with these controls could cause severe damage and costly repairs.

- **The five fans are individually manually controlled by variable speed wall switches. It is suggested that discretion be used in turning them on during occupancy. When turned on, the fans start at full speed. To reduce speed, turn switch clockwise. After use, please turn fans off.**

Thank you in advance for your cooperation.

**LEISURE KNOLL ASSOCIATION, INC.
RIDGE, NEW YORK 11961**

RESIDENTS PRIVATE PARTY

DISCLAIMER

I am a resident of Leisure Knoll and am applying for the use of the Recreation Hall for a private party.* I have read the Rules and Regulations governing the use of the Association facilities, and I will assume the responsibility for the conduct of my Adult Guests and Children. I further agree to release and hold harmless The Leisure Knoll Association, Inc.; the Members of the Board of Directors and Officers; and the Chairperson of our Recreation Facilities for any accident, illness, damages or losses which may occur during my use of the Facilities named in my application.

Name (Please Print)

Address

Signature

Date

* **If the Private Party includes outsiders (Non-Residents), then a
Disclaimer Form must be completed.**

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 events.

Name of assigned Fire Marshall for this event:

** _____ **

In the event a fire alarm sounds in any of the building 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 the permission to re-enter.

