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

PLEASE PRINT					
Applicant-Resident's N	lame				
Resident's Address			Phone Number		
Purpose of Use					
Anticipated Attendanc	(NOT 1	(NOT TO EXCEED 100 PEOPLE)			
Date to be used: From	Day of	Day of Week:			
Time to be used: From:		То:	То:		
Requesting the use of	Recreation Hall. C	heck if any of the follow	ing associated facilit	ies are needed:	
	Kit	chen	Stage		
 order to assist Leave the facil Report any dar Reimburse the Use only the at A check in the the function. A An "Escrow De Deposit" will b The use of Fac No decorating 	for seating arrange the Maintenance D ities in the same co nages. Leisure Knoll Asso rea authorized. <u>NO</u> amount of \$ <u>300.00</u> \$100 cancellation eposit" in the amou e refunded within fi ility is for a maximu or setups the even	epartment in setting up ondition found. <u>TE: Attached are the Re</u> is to be made in the nar fee applies to all events nt of <u>\$500.00</u> is also rec ive (5) days following th um of five (5) hours. Pre	the necessary accom nage and extra expen- ules and Regulations. ne of Leisure Knoll A cancelled by the app juired at the time of a e use if charges are r emises must be vacat party. The hall is ava	ise, such as overtime incurred. ssociation, Inc. 30 days prior to plicant/resident pproved use. The "Escrow not warranted. ed by 12:00 AM. ilable for the date indicated.	
RESIDENT'S SIGNATU	RE		DAT	E:	
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 <u>LEISURE KNOLL ASSOCIATION, INC.</u> <u>USE OF FACILITIES RESIDENT'S PRIVATE PARTY</u> 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 O THE RECREATION BUILDING.
- 7. ONLY TABLE DECORATIONS ARE PERMITTED. DECORATIONS ARE NOT ALLOWED TO BE PLACED ON THE WALLS OR HUNG FROM THE CEILING. <u>CANDLES ARE NOT TO BE USED.</u> BALLOONS CAN BE USED PROVIDED THEY ARE TIED TO THE TABLES. <u>CONFETTI OF ANY KIND IS NOT ALLOWED!!</u>
- 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

Leísure Knoll Association, Inc. Prívate Party

AREAS THAT ARE NOT TO BE USED:

LIBRARY	SWIMMING POOL
BILLIARD ROOM	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.

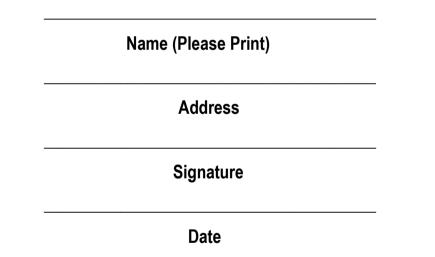
Thank you in advance for your cooperation.

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.



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

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.

