

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: \_\_\_\_\_ 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 use, in order to assist the Maintenance Department in setting up the necessary accommodations. **Set up will not be changed, or added to, after Maintenance has performed set up.**
- Leave the facilities in the same condition found. Any items left behind that must be removed by Maintenance, you will be charged a \$50.00 fee. No food should be left in the refrigerator or building. Anything left behind will be disposed of.
- Report any damages.
- **DO NOT PROP OPEN DOORS**
- Reimburse the Leisure Knoll Association, Inc. for any damage and extra expense, such as overtime incurred.
- Use only the area authorized. Main room and bathroom access ONLY. NOTE: Attached are the Rules and Regulations. You will forfeit your escrow if rules are not followed.
- A check in the amount of \$ 400.00 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 within 48 hours of event.
- 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.**
- Only Use of Recreation Hall. If children are unsupervised, applicant may forfeit their deposit.

RESIDENT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

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

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 WEEKDAY OR ON A THREE DAY OR HOLIDAY WEEKEND**

Private Party Use of Facility - 12-2025.doc

**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 (631-744-6000).
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. ONCE THE SET UP HAS BEEN COMPLETED BY MAINTENANCE, IT CANNOT BE CHANGED OR ADDED TO.
9. NO FOOD ITEMS SHOULD BE LEFT IN THE REFRIDGERATOR OR ANYWHERE IN THE BUILDING. IF MAINTENANCE MUST DISCARD ITEMS, THERE WILL BE A \$50 FEE DEDUCTED FROM THE ESCROW PAYMENT.
10. PARTIES ARE HELD IN THE MAIN ROOM ONLY. BATHROOM ROOM ACCESS IS ALLOWED. NO USE OF ANY OTHER ROOMS, INCLUDING BUT NOT LIMITED TO THE LIBRARY, POOL ROOM, PING PONG, ETC. (SEE NEXT PAGE)
11. **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.**
12. **ESCROW DEPOSIT WILL NOT BE RETURNED IF THE RULES ARE BROKEN.**

**USE OF RECREATION HALL**

TO BE USED BY A RESIDENT EITHER FOR PERSONAL REASONS OR FOR FAMILY MEMBERS. **NO MORE THAN 10 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 conditioning 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, damage or losses which may occur during my use of the Facilities named in my application.

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**Name (Please Print)**

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**Address**

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**Signature**

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**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:

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\_\_\_\_\_

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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 the permission to re-enter.

