



VILLAGE OF RHINEBECK  
76 EAST MARKET STREET  
RHINEBECK, NEW YORK 12572-1697

845-876-7015  
845-876-5583 FAX

**APPLICATION FOR USE OF THE VILLAGE HALL**

Organization: \_\_\_\_\_

Agent applying for permit on behalf of the Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

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

Time From: \_\_\_\_\_ Time To: \_\_\_\_\_

Activity: \_\_\_\_\_

\_\_\_\_\_

The Authorized agent whose name appears above agrees that the organization requesting use of the hall and facilities will abide by the rules and regulations as set forth by the Board of Trustees of the Village of Rhinebeck as they appear on the back of this application.

It is further agreed that any loss or damage to the building or its facilities shall be paid for by the organization. The organization agrees to set up the hall and put the hall back to the way they found it.

\_\_\_\_\_

Agent for the Organization

\_\_\_\_\_

Village Board Member

The Village Hall is a public building supported by the Village tax payers and only not for profit local organizations are allowed to use the hall. No alcoholic beverages can be sold.



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## **REGULATIONS FOR USE OF THE VILLAGE HALL**

1. The Village Clerk shall maintain a reservation schedule.
2. The Village Hall shall be reserved for designated Village Board meetings, Fire Department meetings the 2<sup>nd</sup> Friday of each month, and the Fire Department Ladies Auxiliary the 4<sup>th</sup> Thursday of each month.
3. An application for reservations for all other uses shall be submitted to the Village Clerk.
4. Applications will be accepted from the Fire Department, Ladies Auxiliary and other legal Non-Profit organizations for civic activities directly benefiting the Village.
5. Village government and Fire Department reservations may be made with the Village Clerk without written application.
6. Written application shall be presented to the Village Clerk at least thirty (30) days in advance.
7. Village business requiring the use of the hall shall take precedence over all other applications.
8. A certificate of insurance for at least \$1,000,000.00 liability coverage and with the Village of Rhinebeck as an additional named insured shall be submitted with each application.
9. Only the Village entrance on Center Street shall be used for both entrance and exit, except in emergencies.
10. Fire Department apparatus quarters are off limits, unless accompanied by a member of the Rhinebeck Fire Department.
11. Use of the Municipal Hall shall be limited the hall and the sanitary facilities. No other rooms in the building are to be used or entered with the exception of the kitchen for which arrangements are to be made with a representative of the Fire Department.
12. All parking for the affair is to be in the community parking lot on the North side of East Market Street.
13. There shall be no decorating or picture posting on the walls or attached to the ceiling.