

TOWN OF OSSINING

Police Facility Meeting Room/Building Use Policy

The Town of Ossining accepts the responsibility for making the Police Department Community Room available to responsible residents, organizations (not-for-profit and for profit) and associations. It is the Town of Ossining's intention to grant the use of the Community Room under the Town's regulations for activities of any educational, cultural, civic, social, recreational, governmental or general nature which are sponsored by responsible, recognized local persons, organizations or agencies.

The Town of Ossining recognizes its right to prohibit certain activities at the Police Facility Meeting Room including:

- A. Use by secret or exclusive organizations;
- B. Use by religious organizations for religious services;
- C. Activities that violate the canons of good morals, manners or may be deemed injurious to the building or grounds;
- D. Activities that promulgate any theory or doctrine subversive to Federal, State or Local Laws or any political thereof advocating governmental change by violence;
- E. Activities which are discriminatory;
- F. Fund-raising activities which are neither sponsored by nor directly benefit the Town of Ossining.

Priority of Use:

1. Meetings scheduled by the Town of Ossining Police Department.
2. Meetings scheduled by other Town of Ossining departments including public hearings.
3. Meetings scheduled by the departments of the Village of Ossining or Briarcliff Manor.
4. Meetings scheduled by other elected officials who represent residents of the Town of Ossining.
5. Meetings/Events/Programs scheduled by not-for-profit (501 C 3) organizations for civic, cultural, intellectual or educational purposes.
6. Meetings scheduled by for profit entities, (501 C 3) private foundations or other non-public organizations as defined by the Internal Revenue Service, such as trade associations, labor organizations, agricultural or horticultural organizations, civic leagues, or social welfare organizations such as homeowner associations, or volunteer firefighting companies and cultural clubs.

Terms of Use:

Meetings scheduled by groups other than the Town of Ossining must abide by the following terms of use:

1. Meetings may be booked on an occasional basis, no less than one and no more than four months in advance. They may not be reserved for regular meetings (i.e., weekly, monthly, etc.) except as specifically approved by the Town Supervisor. The Town of Ossining reserves the right to determine the number of events that will be held at its facilities.

2. Meetings may begin no earlier than 8:00 a.m. and must conclude no later than 9:00 p.m. Monday through Friday. The room is available for use on Saturday no earlier than 9:00 a.m. and all use must conclude no later than 5:00 p.m. Use on Sunday or Town holidays is not allowed.
3. Meetings must be free and open to the public and sign-in may not be required as a condition of entry to a meeting. If this information is taken, organizations must secure the permission of attendees for any future use.
4. No dues, fees, or donations may be charged or solicited for any program.
5. No promotional materials to solicit business may be distributed at the meetings.
6. The capacity of the meeting room is 35 persons. The organization renting the room is responsible for ensuring that attendance does not exceed that number.
7. The organization renting the room is responsible for the conduct of the meeting, payment of fees and reimbursing the Town for any damage to furniture, equipment or premises. An authorized adult representative of the organization renting the room must be in attendance at all times during the meeting. Meetings must be conducted in such a way as to not disturb Police Department operations.
8. All persons using the meeting room are subject to the building use rules and regulations as established herein. In addition, all persons using the meeting room are required to cooperate with the Police with regard to noise, maintenance, safety and any other issues that may arise.
9. Room must be left neat and in good order. Food is **not** allowed in the meeting room. Water and soft drinks are allowed, however, you are responsible for removing all bottles, cups, trash, etc. when you leave the room. All tables must be wiped clean. Tables and chairs must be returned to their original positions. The Police Department has very limited maintenance staff and cannot be responsible for any meeting set up or post meeting clean up.
10. The Town is unable to store any supplies or equipment that the organization intends to use.
11. Fire codes must be observed at all times. Room occupancy may not exceed legal limits and furniture and equipment may not block aisles or exits.
12. Smoking, alcoholic beverages, and use of cell phones are prohibited.
13. Use of police audio visual equipment and connectivity to the police network system is prohibited.
14. Organizations using the facility are required to provide a Certificate of Insurance demonstrating an appropriate level of insurance and listing the Town of Ossining as an additional insured.
15. Rental of the meeting room does not imply endorsement of the organization renting the space, their beliefs or activities. Organizations may not imply that an event or meeting is sponsored, co-sponsored or endorsed by the Town of Ossining or its Police Department in any advertising or publicity. Except as a designation of location, the name of the Town and/or its Police Department may not be used in any publicity related to the use of the meeting rooms, nor may be the Town and/or its Police Department telephone number be placed on any publicity. The name, address or phone number of the Town and/or its Police Department may not be used as the official address or headquarters of any organization except those affiliated with the Town.
16. Any use not specifically covered herein, or as to which there is an ambiguity shall be subject to review by the Town of Ossining Council, who shall make the final determination in regard thereto.
17. Failure to abide by these rules may result in cancellation of room reservation and denial of future applications to rent space.

Reservations and Cancellations:

To reserve use of the room, organizations must fill out an application at the Town Clerk's office, 16 Croton Avenue, Ossining, New York, Monday through Friday, 8:30 a.m. – 4:30 p.m. The room fee is required at the time of application. The fee schedule is attached to this policy. The application will

include information about the organization seeking to use the facility, the time and date, the purpose of the meeting or event, the number of attendees anticipated, the person who will be assuming responsibility and contact information for that person. You will be asked to provide proof of insurance, proof of eligibility (i.e., 501 C 3) letter and a check for the use of the facility meeting room.

If you cancel your reservation at least ten days prior to use of the facility, you will be entitled to a refund of your fee. In addition, your reservation may be cancelled by the Town Supervisor with no less than 24 hours notice if cancellation is deemed necessary by the Town for emergency purposes or otherwise deemed in the best interests of the Town. If your reservation is cancelled by the Town, you will be entitled to a refund of your fee.