



# VILLAGE OF NEW PALTZ

## Building Use Policy

Organizations are welcome to request use of the available meeting rooms at Village Hall. Room requests for Groups 1 & 2 are reviewed and approved by the Village Clerk. Group 3 is reviewed and approved by the Village Board according to the following criteria and priority:

**Group 1)** Meetings by any Village Board, Committee or Commission of the Village of New Paltz that is recognized by the Village Board and has a Village Liaison.

**Group 2)** New Paltz Community groups. Preference will be given to the community groups whose membership or attendance is mainly village residents. **You MUST provide copies of insurance.**

**Group 3)** Other community or outside New Paltz groups may request use of the rooms as long as the purpose is not commercial. Fundraising, admission fees, solicited donations and sale of food, beverages or other items are prohibited. **You MUST provide copies of insurance.**

**For Category 2 & 3 groups, a completed Building use Request Form must be filled out and filed with the Village Clerk.** The name of the person and /or organization on the building use form is responsible for any damage to the room, property or facilities related to the event.

Building Use Fees for New Paltz residents	One-time room use	Per 2 hours	\$20
	Monthly recurring meeting	Paid annually	\$125
	Weekly recurring Meeting	Paid annually	\$200
	Twice monthly recurring meeting	Paid annually	\$250
Building Use Fees for Non residents	One-time room use	Per 2 hours	\$30
	Monthly recurring meeting	Paid annually	\$175
	Weekly recurring meeting	Paid annually	\$300

25 PLATTEKILL AVE - NEW PALTZ, NY 12561  
 PHONE: 845.255.0130 - FAX: 845.255.4305 - TTY:

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The Village of New Paltz prohibits discrimination against and harassment of any person because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law. **VB Approved 2019-06-26, 2022-12-07, 2024-04-10**



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Garage Space Use Fees for Non-Profit & Community Programs for residents	One-time room use	Per 2 hours	\$20
	Monthly recurring use	Paid annually	\$125
	Weekly recurring use	Paid annually	\$200
	For over two hours		\$10/hr
	For commercial use		\$30/hr
Building use penalties	Leaving the room disorganized or messy	1st offense	\$25
		2nd offense	\$50
		3rd offense	Privilege revoked
	Leaving doors unlocked	1st offense	\$10
		2nd offense	\$25
		3rd offense	Privilege revoked

**No group may use the building if their meeting date(s) is not scheduled with the Village Clerk and placed on the Village calendar.**

### Rules for Building Use:

1. The Village of New Paltz reserves the right to deny any Building Use Application in its sole and absolute discretion.
2. Public meetings are not allowed on the second floor of the Village Hall Building located at 25 Plattekill Avenue, New Paltz, New York.
3. Applicants acknowledge that the second floor of the Village Hall Building located at 25 Plattekill Avenue, New Paltz, New York is not accessible to persons unable to climb stairs. Persons unable to access the second floor wishing to attend Groups 2 or 3 meeting

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must make alternate arrangements with the meeting organizer as such meetings are not organized or conducted under the auspices of the Village.

4. All groups must leave the room clean. Tables and chairs must be returned to their positions as arranged prior to the group's use. Wipe down tables and chairs as needed. Bathroom should be neat and tidy.
5. The room thermostat must be returned to its posted setting.
6. The code for the room will be given prior to room use.
7. The meeting room door must be locked. All lights must be turned off at the end of the meeting.
8. Smoking is prohibited.
9. The Village of New Paltz shall be held harmless in the event of an injury or accident related to the group's activities or for use of the meeting rooms.

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# VILLAGE OF NEW PALTZ

## Building Use Application

Individuals and organizations are welcome to request use of the available meeting rooms at Village Hall. Room requests are reviewed for approval on a first-come, first-served basis at the discretion of the Village. **See Building Use Policy for room fees.**

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Preferred Room:  1<sup>st</sup> Flr. Large Room  Garage Space  2<sup>nd</sup> Flr. Large Room  2<sup>nd</sup> Flr. Small Room

Estimated Number of Attendees: \_\_\_\_\_

Description of Use: \_\_\_\_\_

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

Applicant Name and Title: \_\_\_\_\_

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

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_ Preferred Contact:  Telephone  E-Mail

This function is:  Private  Open to the public

If open to the public the village calendar will have the following information listed: "For more information contact: \_\_\_\_\_."

Is the organization insured?  Yes  No

Insurance Carrier: \_\_\_\_\_ Insurance Policy Number: \_\_\_\_\_

I, \_\_\_\_\_, certify that the above information is correct and that I am the authorized representative of the above-named organization. I have read, understand and will comply with the Village of New Paltz Building Use Policy and have been provided with a copy of said policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Application Approved?  Yes  No \_\_\_\_\_  
Keys Required for 2<sup>nd</sup> Flr  Yes  No \_\_\_\_\_  
Certificate of Insurance  Yes  No \_\_\_\_\_  
Fee Paid  Yes  No Amount Paid \_\_\_\_\_ cash/ck/cc Date: \_\_\_\_\_

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