

TOWN OF BROOKHAVEN

Department of Parks, Recreation & Sports, and Cultural Resources
286 Hawkins Road, Centereach, NY 11720 - (631) 451-6100

2022 BUILDING USE PERMIT APPLICATION

REQUESTED RECREATION CENTER FACILITY (Please check):

- Henrietta Acampora Recreation Center, Blue Point, NY
Robert E. Reid, Sr. Recreation Center, Shoreham, NY
St. Michael's Recreation Center, Gordon Heights, NY
New Village Recreation Center, Centereach, NY
Mastic Recreation Center, Mastic, NY
Parks & Rec. Administration Bldg., Centereach, NY

The Commissioner of Parks, Recreation & Sports, and Cultural Resources and/or his/her designee shall have the right to deny, change or cancel a permit. No meeting shall extend beyond 10:00 P.M. without being pre-approved by this department. See reverse side for applicable fees.

REQUESTED FACILITY: (see reverse side for phone numbers)

ROOM: EVENT: # of People:

(need): # of chairs: # of tables: Kitchen:

NOTE: All chairs & tables being used are to be returned to their original positions at the end of meeting/social.

Check One: Meeting Social Activity

DAY/DATE REQUESTED: 1st choice: 2nd choice:

TIME: From: To:

PLEASE NOTE: In case of any cancellation, during business hours, please contact the recreation center (numbers are listed on reverse); during non-business hours call 631-720-4845.

ORGANIZATION:

Applicant's Name:

Physical Address*:

*RESIDENCY IS ESTABLISHED BY PHYSICAL ADDRESS OF ORGANIZATION/PERSON USING THE FACILITY.

Mailing Address:

Telephone #: (Days) (Evenings)

Applicant's Signature

Release and Hold Harmless

The undersigned in being granted a permit for the use of Town property and/or Town facilities hereby agrees to assume all liability and all risk of loss and shall be responsible for the supervision and welfare of all persons arriving on and/or using Town property and/or facilities in connection with permit issued.

The undersigned hereby further agrees that NO FEES shall be collected from any attendees and/or participants in the above-cited event.

Signature: Date:

IN CASE OF EMERGENCY CONTACT THE TOWN OF BROOKHAVEN CODE ENFORCEMENT DEPARTMENT ~ 451-6161

OFFICE USE ONLY

Received of: Date paid: PERMIT #:

Money Order #: CC Auth. #: Check #: Amount Paid: \$

NO CASH PAYMENTS ACCEPTED

Office Approval:

Signature of Center Manager/Designee

cc: Applicant (original) Recreation Center

Parks Dispatcher

Code Enforcement Fire Prevention

Rev. 12/2021

Fees must accompany all applications. Make checks or money orders payable to: *Town of Brookhaven*

MEETING FEES:

- \$ 50.00 Resident permit filing fee (non-refundable)
Bi-Annual (January-June and July-December)
- \$125.00 Non-Resident permit filing fee (non-refundable)
Bi-Annual (January-June and July-December)

Resident

- \$ 40.00 per meeting (2½ hrs.) - Monday through Friday
4:30 PM to 10:00 PM; all day Saturday and Sunday
- \$ 45.00 per hour, or any portion thereof, over 2½ hours

Non-Resident

- \$ 75.00 per meeting fee (2½ hrs.) Monday through Friday
4:30 PM to 10:00 PM; all day Saturday and Sunday
- \$ 50.00 per hour, or any portion thereof, over 2½ hours

SOCIAL ACTIVITY FEES:

- \$ 50.00 Resident permit filing fee (non-refundable)
Bi-Annual (January-June and July-December)
- \$125.00 Non-Resident permit filing fee (non-refundable)
Bi-Annual (January-June and July-December)
- \$325.00 Recreation Center rental fee Monday-Thursday
(5-hour limit) - Resident
- \$375.00 Recreation Center rental fee Friday, Saturday and
Sunday (5-hour limit) - Resident
- \$ 60.00** Hourly rate beyond 5 hours

Non-Resident

- \$350.00 Recreation Center rental fee Monday-Thursday
(5-hour limit)
- \$750.00 Recreation Center rental fee Friday, Saturday and
Sunday (5-hour limit)
- \$ 60.00** Hourly rate beyond 5 hours
- \$375.00 Non-profit fundraising rental fee** (5-hour limit)
- \$100.00 Refundable damage deposit

FACILITY TELEPHONE NUMBERS

Henrietta Acampora Recreation Center (Blue Point Cottage), 39 Montauk Highway, Blue Point, NY	363-5193
Mastic Recreation Center, 15 Herkimer St., Mastic, NY	281-7655
New Village Recreation Center, 20 Wireless Rd., Centereach, NY	732-2338
Robert E. Reid, Sr. Recreation Center (Shoreham), Defense Hill Rd., & Rt. 25A, Shoreham, NY	744-2601
St. Michael's Recreation Center, Wilson Ave., Gordon Heights, NY	698-3254
Parks & Recreation Administration Building, 286 Hawkins Road, Centereach, NY	451-6112

Brookhaven Town Ordinances:

To help promote and ensure a safe environment for all residents the Town of Brookhaven prohibits the following acts:

Section

Public Consumption of Alcoholic Beverages.....	3-1
And/or Carrying Open Container of Same.....	3-1
Overnight Parking, Housing or Camping.....	10-4
Open Fires.....	10-12
Camping.....	10-14
Animals.....	10-15
Soliciting.....	10-16
Littering.....	10-17
Destruction or Defacing Park Property.....	10-18
Speed in Excess of 10 mph.....	10-19
Peddling or Selling.....	10-21
Firearms & Weapons.....	10-23
Loitering After Dark.....	10-24
Boating in Bathing Area.....	10-25
Rollerblading, Skating or Sledding.....	10-28
Smoking in Public Buildings.....	30-113
ATV's.....	37-2

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NO SMOKE MACHINES TO BE USED IN PUBLIC BUILDINGS

Failure to comply with these requirements is a violation of the Fire Prevention Local Law and may be considered a misdemeanor. Responsible parties may be subject to issuance of an appearance ticket, with a fine of not less than \$500.00. In certain circumstances, persons may be subject to arrest.

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MOBILE RIDES NEED APPROVAL FROM THE COMMISSIONER

Any problems/emergencies call Parks Dispatch 451-6141. If no answer, call Code Enforcement 451-6161.

All cancellations, except by the Town, are subject to a 15% administrative handling fee.