



Town of Brookhaven Long Island

Edward P. Romaine, Supervisor

Dear Permit Applicant:

On behalf of the Department of Parks, Recreation & Sports, and Cultural Resources, we would like to assist you in having a successful event. Here are some guidelines to help process your application promptly:

1. Completely fill out the attached permit application and sign at both locations indicated on the permit. Applications submitted by an organization can only be signed by an authorized official. Please print legibly.
2. **RESIDENCY IS ESTABLISHED BY PHYSICAL ADDRESS OF ORGANIZATION/PERSON USING THE FACILITY.**
3. For **meetings**, beyond a single meeting date, circle all meeting dates on the calendar provided to you.
4. For **socials**, please review the Permit Holder Responsibilities form provided. Please sign and date the form. A copy will be returned to you with your completed permit.
5. Each application requires a non-refundable permit application fee (\$50.00 for residents or \$125.00 for non-residents) and any other applicable fees (i.e., meeting fee, social activity fee, building damage deposit, etc.) payable by credit card, money order or check **ONLY** to *Town of Brookhaven* (**NO CASH PAYMENTS WILL BE ACCEPTED**). A list of fees is provided on the back of the application. **PARTIAL PAYMENTS WILL NOT BE ACCEPTED.** **NOTE:** There is a \$75.00 charge for all checks returned unpaid by the bank. Your permit will be mailed to you after approval.
6. Meetings Monday through Friday 9:00 AM to 4:30 PM require payment of the permit application fee only.
7. Applications are accepted at the Administration Office, 286 Hawkins Road, Centereach, NY, or at the requested facility **AT LEAST THREE (3) WEEKS PRIOR TO EVENT**. No meeting or social shall extend beyond 10:00 PM without being pre-approved by this department. Also, any additional hours must be arranged and paid for **in advance**. If the permit holder cancels a building use permit for any reason, a **15% administrative handling fee** will be deducted from any refund. In case of a cancellation, please call 631-948-3181.
8. Funds from building damage deposit may not be applied to extra hours.
9. Please be advised that users may not enter the facility before the designated time on the day of rental. It is understood the Commissioner, and/or his or her designee has the right to deny, change or cancel a permit. It is also understood and agreed that the premises will be cleaned up, i.e., all garbage, litter, etc. taken out to the dumpster, chairs and tables returned to original place and lights turned off at the conclusion of this use before departure. The applicant agrees that the Town of Brookhaven, its agents, officers, elected and appointed officials and employees make no warranties, whether express or implied, as to the fitness of this facility for the applicant's intended use.
10. By signing the application, you agree to be present at said time to supervise activity and will be liable for any damages occurring to the facility.

If you should have any questions, please call our Recreation Office at (631) 451-6101.

Sincerely,

Edward P. Morris
Commissioner

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
- \$ 30.00 per meeting (2½ hrs.); or \$15.00/hour or any portion thereof - Monday through Friday 4:30 PM to 10:00 PM;
- \$ 35.00 per hour, or any portion thereof, over 2½ hours
- \$ 40.00 per meeting fee (2½ hrs.); or \$15.00/hour or any portion thereof Saturday & Sunday from 9:00 AM to 10:00 PM;
- \$ 45.00 per hour, or any portion thereof, over 2½ hours
- Non-Resident
- \$ 60.00 per meeting fee (2 hrs.) Monday through Friday 4:30 PM to 10:00 PM; all day Saturday and Sunday
- \$ 30.00 per hour, or any portion thereof, over 2 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	451-6118

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.