

**TOWN OF HUNTINGTON PARKS AND RECREATION POLICY ON THE
RENTAL OF COINDRE HALL GYM AND CLASSROOMS
2010 – 2011**

The Town of Huntington Parks and Recreation occasionally rents the Coindre Hall gym and classrooms when the facility is not being used for Town of Huntington sponsored programs. The gym (8,880 sq. ft.) can be used for fitness classes, basketball, volleyball, soccer, lacrosse, tennis and other sports. The classrooms (602 sq. ft.) can be used for small meetings (12 people) and instructional classes. The following policy will govern all rental requests.

Scheduling Priorities:

PRIORITY I

Programs which are operated or sponsored by the Parks and Recreation Department will be designated Priority I.

PRIORITY II

Organizations, which are willing to rent Coindre Hall for a long term (i.e. 4 months), will be designated Priority II. They take preference over organizations that want to rent for a shorter period.

PRIORITY III

Organizations whose membership is primarily drawn from the Town of Huntington will be designated Priority III.

PRIORITY IV

Organizations whose membership is primarily drawn from Suffolk County will be designated Priority IV.

Seniority will prevail in all allocations. Preference is given to past users when all else is equal. Organizations requesting rentals for the first time will receive any remaining openings. No additional time will be granted than given in the previous year unless no other organization requests that time. It should be noted that the Town could revoke a permit at any time if the facility is needed for a Town sponsored program.

Rental Dates and Deadlines:

The largest demand for the rental of the facility is November 15 through March 31, 2011. Rental applications for this period are accepted after September 20 and must be received no later than October 25. Organizations will be notified no later than November 13. Groups that don't apply by the deadline will be considered new organizations and lose

their seniority. They will be considered for any remaining openings on a first come, first serve basis. A minimum two-hour rental, when available, will be required for those organizations renting in the late afternoon during the months of December and January. Rental requests for dates before November 15 and after March 31, 2010 will be granted in the order in which they were received with preference given to past users.

Insurance:

Any organization renting the facility must carry a Comprehensive General Liability Insurance Policy with a bodily injury limit of \$2,000,000 combined/single limit or a \$1,000,000 liability policy with a \$1,000,000 umbrella policy. Certificates of Insurance must be submitted to the Department of Parks and Recreation prior to the use of the facility. The following organizations must be listed as additionally insured:

- 1) Town of Huntington and Town of Huntington Board of Trustees
100 Main Street
Huntington, NY 11743

- 2) Suffolk County Parks
P. O. Box 144
West Sayville, NY 11796

It is very important that the Department of Parks and Recreation be notified within 24 hours of any incident or accident that occurs at Coindre Hall. Failure to do so could be cause for revocation of your permit. Contact Jack Fass at 631-351-3071 to report any occurrence.

Fees:

- *April through October \$50 per hour
- *November through March \$50 per hour Monday – Friday
- *Saturday and Sunday \$55 per hour

A 50% deposit is due at the time your permit is granted. The remaining 50% is due two weeks before the end of the rental period. **Only checks and money orders are accepted, no cash.** Checks should be made payable to Town of Huntington Parks and Recreation. No refunds will be granted unless the Town cancels your rental due to Town programs or adverse weather conditions. **Fees may be subject to change.**

Opening and Closing the Facility:

In most cases, organizations will be required to open and close the facility. The procedure is fairly simple and quick. Directions and a set of keys will be provided. One person from the organization will be required to meet with an employee of the Department of Parks and Recreation to learn the procedure. Keys must be immediately returned when the rental is completed.

Directions:

Coindre Hall is located at 101 Browns Road in Huntington. From 25A (East Main Street) take Park Avenue north until you reach New York Avenue. You will pass the Huntington Hospital on the right. Make a right on New York Avenue and then make an immediate left on Milldam Road. Take Milldam Road to the end and make a right on West Shore Road. West Shore Road will turn into Browns Road. After you pass Gold Star Beach on your right, the road will incline. At the top of the hill, Coindre Hall will be on the right. Entrance and parking for the gym and classrooms are located in the back of the Hall.

Rules and Regulations:

- 1) Access to Coindre Hall may be difficult during or after a snowstorm. Coindre Hall is considered a Suffolk County Park. The plowing of streets takes precedence over any parkland. If you are renting Monday through Friday you can call the Parks and Recreation Department at 351-3089 between 9 AM – 4:30 PM to find out if the facility is open. Organizations using the facility in the evenings or on the weekends must determine whether it is accessible by sending a representative to Coindre Hall.
- 2) All injuries to players or spectators must be reported within 24 hours to the Parks and Recreation Department at 351-3071.
- 3) No alcoholic beverages are permitted.
- 4) All garbage must be collected and placed in the proper receptacles, including the bathrooms.
- 5) No person shall use any violent, obscene or profane language nor shall anyone conduct himself or herself in a disorderly manner.
- 6) No organization can allocate the facility to another group. If the facility is not being used even for one day it should be turned back to the Town.
- 7) Organizations are responsible for bringing their own supplies and equipment i.e. medical, sports, cell phone.
- 8) Any violation of these rules and regulations will be cause for the revocation of the rental permit.
- 9) Organizations are responsible for reimbursing the Town for any damage done to the facility i.e. broken window during their rental period.
- 10) Groups use the facility in an “as is” condition.

Contact:

For information regarding the rental of Coindre Hall contact Recreation Supervisor, Jack Fass, at the Parks and Recreation Department at 351-3071. Rental applications are available in the Department or on-line at <http://town.huntington.ny.us> then click on the on-line library and go to the Parks and Recreation for the application. Prior to completing an application, organizations should contact Jack Fass to inquire about available openings.