



Great Neck House
14 Arrandale Avenue
Great Neck, NY 11023
(516) 482-0355

Application for use of Great Neck House

Name of Organization: _____

Name of Applicant: _____ Title: _____

Address of Applicant: _____

Telephone: _____ Cell: _____

Nature or Purpose of Organization: _____

Percent of Member Residing in the Great Neck Park District: _____%

Approximate Size of Group Expected: _____

Description of Activity and Program to be Presented: _____

List Meeting Dates (List Dates with Same Setup): _____

Time- From: _____ To: _____

Request to Use Park District Equipment:

_____ Chairs Presentation Style _____ Chairs Around Tables _____ Chairs in a Circle

_____ Microphone _____ Podium

_____ Coffee Pot (Park District does not supply coffee, cups, napkins, plasticware, sugar or milk)

I have read and agree to abide by the regulations on the back of this application:

Organization: _____

Signature of Authorized Officer: _____ Print Name: _____

OFFICE USE ONLY Date: _____ Facility Available: YES / NO

Application Received on: _____ Application Processed by: _____

Rec Trac Reservation ID: _____ Fee Required: YES / NO \$ _____

Can Not Provide the Following Items: _____

Approvals:

Facility Supervisor

Superintendent

Board of Commissioners: _____

Chair

Treasurer

Secretary

Facility Denial

Reason for Denial: _____

Facility Supervisor

Superintendent

- Facility requests will be granted based on room availability.
- Groups are expected to respect other groups using the facility at the same time. Groups not showing respect for other groups may lose the right to use space at Great Neck House
- In consideration of use of the Great Neck House facilities, each organization or group agrees that it will pay for damages to any property of the Great Neck House resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or group, or any of its invitees, and that it will save harmless and indemnify Great Neck Park District for any injury to persons or property caused by the organization or any other person in connection with the program.
- It is understood that the Great Neck Park District assumes no responsibility whatever for any property placed in Great Neck House in connection with any program, and that the Great Neck Park District is hereby expressly released and discharged from any liability for any loss, injury or damage to persons or property which may be sustained during or by any reason of a program held on the Great Neck House premises.
- The Great Neck Park District reserves the right to charge groups for the use of the Great Neck House. Groups will be notified of any fee to be charged.
- Applications should be submitted at least 14 days prior to the event.
- Please inform Great Neck House of any cancellations at least 24 hours prior to event. Groups that do not notify Great Neck House in the event of a cancellation may have use of facility privileges suspended.
- The Great Neck Park District reserves the right to cancel any permit based on scheduling conflicts that may arise.
- The Great Neck Park District reserves the right to deny any requests as deemed necessary.
- Please watch Cancellations.com for building closures due to inclement weather.