

INC. VILLAGE OF NORTH HILLS  
ONE SHELTER ROCK ROAD  
NORTH HILLS, NY 11576-3130  
(516)627-3451  
(516)627-0703

APPLICATION FOR USE OF VILLAGE HALL MEETING ROOM  
AND CONFERENCE ROOM

Mailed Approval: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S TELEPHONE: \_\_\_\_\_

ROOM REQUESTED: \_\_\_\_\_

DATE & DAY OF WEEK REQUESTED: \_\_\_\_\_

HOURS: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

NO. OF PERSONS: \_\_\_\_\_

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FEE FOR USE: (payable at time of application)

LARGE MEETING ROOM - \$25.00 .....Capacity – 150

SMALL CONFERENCE ROOM -\$25.00.....Capacity – 10

No date is reserved until the completed, signed application and fee is received at the Village office and the application has been approved and signed by the Village Administrator. A copy of this approved application will be mailed to you and will be your confirmation by the Village of the date, time and use of the facilities.

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**PLEASE READ AND SIGN OTHER SIDE AFTER WHICH THIS APPLICATION  
WILL BE SUBMITTED TO VILLAGE ADMINISTRATOR**

RULES AND REGULATIONS FOR USE OF VILLAGE MEETING ROOM  
AND CONFERENCE ROOM

1. Written application for use must be made to the Village Clerk at least ten days prior to the proposed use date, and must be accompanied by the required fee. Each application must be signed by an authorized officer of the applicant, and must bear the signature of a resident of the Village of North Hills as sponsor.
2. Permission will be granted only to non-profit organizations whose principal functions are carried on within the boundaries of the Village of North Hills and for the benefit of residents of the Village of North Hills.
3. In the event of cancellation of a scheduled use less than seven days prior to the scheduled use date, no refund of fees shall be given. In the event of such cancellation seven or more days in advance of the scheduled date, a full refund will be given upon written request.
4. The fee for use of the meeting room is \$25.00 per meeting. All meetings shall end no later than 11 P.M.

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If said permission is granted, I hereby agree to comply strictly with the rules and regulations of the Village Building (as noted above) to take the utmost care in the use of the Village property; and to make good any damage to or loss of Village property arising from my occupancy of any portion of the building or facilities.

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

**IN CASE OF EMERGENCY CALL**

Juan's Cell - 516-606-0402

Carlos' Cell - 917-553-5380

VILLAGE APPROVAL\*

\_\_\_\_\_

VILLAGE ADMINISTRATOR

DATE \_\_\_\_\_

\*Subject to Administrator changes, exclusive of rental fee, prior to function.