

Indian Park Association, Inc.  
PO Box 921  
Greenwood Lake NY 10925



Telephone 845 477 3302  
[www.indianpark-ny.com](http://www.indianpark-ny.com)  
Email: [info@indianpark-ny.com](mailto:info@indianpark-ny.com)

## Community House Use Agreement

This document formalizes an agreement between \_\_\_\_\_  
Host Owner's name (*Please print*)  
and Indian Park Association, Inc (IPA), in which the Host Owner (HO) agrees to pay all the costs outlined in Exhibit "A" in connection with the use of the IPA Community House and Community House area. The term "Community House area" includes 'A' Beach, the parking lot, and immediately-surrounding property.

The HO agrees that by signing this document they (and not their representative) will attend the entire event. In addition, they and they alone will be fully responsible to the IPA for any and all damages that might occur to the Community House, Community House area, parking lot, and immediately-surrounding grounds as a result of the event for which they are responsible. The IPA Board members and / or designee responsible for Community House use will determine any such damage and subsequent costs to repair the damage. The HO will receive a bill for the cost of such repair and is expected to pay such cost in full within ten (10) days of receipt of it. Any appeal or contesting of the damage or cost to repair such damage must be made directly to the IPA Board of Directors within fifteen (15) calendar days of receipt of the bill. It is suggested that, prior to the function for which they are responsible, the HO who has signed below does a complete tour of the Community House, Community House area, parking lot, and immediately-surrounding grounds and makes any notes regarding defects of such property that are clearly apparent and then submits them to the Board member and / or Board designee responsible for Community House use.

HO's signature below acknowledges all the terms and conditions described above, as well as in *Exhibit "A" – Schedule of Payments*, and *Exhibit "B" – Host Owner Check List*, attached hereto, a copy of which he / she has received and which he / she has read and understands:

\_\_\_\_\_  
(Signature)  
IPA Host Owner

\_\_\_\_\_  
Address in Park

\_\_\_\_\_  
Telephone number (Cell, if possible)

\_\_\_\_\_  
(Signature)  
IPA Board Owner or Board Designee

\_\_\_\_\_  
Date

A copy of this Agreement will be provided to the Host Owner for his / her records.

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**Community House Use Agreement**  
***Exhibit “A” – Schedule of Payments***

The following usage is understood throughout this document: “IPA” indicates the Indian Park Association, Inc.; “HO” indicates the IPA Host Owner; and “Community House area” includes ‘A’ Beach, the parking lot, and the immediately-surrounding property.

***This document outlines the costs and payments required for use of the IPA Community House and Community House area.***

1. Payment for Basic Use of Community House – Adults and / or children:

- HO Events scheduled during the day during the summer season, between Memorial Day and Labor Day, are limited to 25 people and only one (1) per weekend, for which the Payment for Basic Use is sixty dollars (\$60).
- HO Events scheduled in the evening (after beach hours) and outside the summer season, between Labor Day and Memorial Day, may exceed that number, for which the Payment for Basic Use is as follows:

25 – 50 guests	\$60
Over 50 guests *	\$100

\* Maximum capacity of the Community House is 110 persons.

Also outside the summer season, between Labor Day and Memorial Day, more than five (5) parking spaces may be allocated to the HO’s Event.

- While the standard summer Beach hours are 12:00 noon until 6:00 PM seven days a week, HO Events may use the Community House until 10:00 PM, provided that the time has been reserved.
- The HO may have access to the Community House to set-up for the event, but the standard event time once guests arrive is five (5) hours, including clean-up time. Any event exceeding 5 hours will incur an additional payment of fifty dollars (\$50) per hour. Any event exceeding the agreed time will forfeit all, or part, of the Security Deposit (see item 2 below).

**Community House Use Agreement**  
***Exhibit “A “ – Schedule of Payments***  
(continued)

- For the benefit of owners-at-large, no HO Events may be scheduled during the three holiday weekends (Memorial Day, Independence Day and Labor Day).
- Also for the benefit of owners-at-large, only one (1) HO Event may be scheduled on each of the summer weekends (i.e., on a Friday, Saturday or Sunday, only). The available day will be dependant upon the scheduling of other Community-wide events. This prohibition will not apply during the off-season.

Once confirmed, a notice of the HO Event will be posted in advance, so that other owners will be aware of the date.

2. Security Deposit –

A security deposit of one hundred and twenty-five dollars (\$125) is required for all HO Events, regardless of the time of year. To the extent that no damage results from the event and the Community House is cleaned to the satisfaction of the IPA Board members and / or designee responsible for Community House use, the security deposit will be returned shortly thereafter. To the extent that any damages do occur, the security deposit will be used to offset the cost of repair or any cleaning costs required. The security deposit amount does not limit liability in any manner. If damages or cleaning costs exceed the amount of the security deposit, the balance will be owed to the IPA based upon the terms of the Community House Use Agreement attached hereto.

3. Cleaning Payment –

If the Community House is cleaned to the satisfaction of the IPA Board member and / or designee responsible for Community House use, no cleaning payment will be assessed. If it is not cleaned to that person’s satisfaction, costs will be assessed and all, or part, of the security deposit may be forfeited.

**Community House Use Agreement**  
**Exhibit "A" – Schedule of Payments**  
(continued)

IPA Board Member acknowledges receipt of the following payments by completing, signing and dating below:

1. Payment for Basic Use of Community House – check received in the sum of  
\$ \_\_\_\_\_ (a maximum of five [5] hours including clean-up time)
  
2. Security Deposit - check received in the sum of \$\_\_\_\_\_.

\_\_\_\_\_  
IPA Board Member (Treasurer) (Signature) \_\_\_\_\_  
Date

**A copy of this Agreement will be provided to the Host Owner for his / her records.**

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***For IPA Use Only***

HO responsible for the Event \_\_\_\_\_  
*Please print* Tel. no. (Cell, if possible)

Event Name \_\_\_\_\_  
*Please print* Event Date

Total number of guests expected \_\_\_\_\_ Total number of children expected \_\_\_\_\_

No. of children under 14 years of age expected \_\_\_\_\_

Security Deposit check returned to Host Owner:

\_\_\_\_\_  
IPA Board Member (Treasurer) (Signature) \_\_\_\_\_  
Date

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**Community House Use Agreement**  
*Exhibit "B" – Host Owner Check List*

The following usage is understood throughout this document: "IPA" indicates the Indian Park Association, Inc.; "HO" indicates the IPA Host Owner; and "Community House area" includes 'A' Beach, the parking lot, and the immediate-surrounding property.

1. Condition of Community House and Community House area – The HO is required to return the property to IPA in the condition in which it was found at the time of signing this agreement. To that end, IPA provides such basic items as garbage bags, paper towels and toilet paper. HO will provide and remove all other event-related items, and leave the Community House broom-clean after the event.

The HO is expected to monitor his / her guests at all times, in particular for safety and security on the beach, and for the cleanliness of the area, including the removal of cigarette butts and other debris from the grass and sand that might be left after the event. No glass containers of any kind may be used on the beach or in the parking area."

2. The following facilities, appliances and equipment are available to the HO:

- Full use of Community House and Beach area. Note that this use is **not** exclusive. The facilities are open to all Park owners and their guests. However, all owners and their guests are expected to respect the HO's space; they are not permitted to join the group event unless they are expressly invited to do so. The HO should post a sign with the event information so that it is clear to all that a private – not a community event - is in effect (e.g., "Jenny's Sixth Birthday").
- Refrigerator (**which must be emptied and cleaned after use**) and oven. (**Note that the oven is self-cleaning: oven cleaners must not be used.**)
- Outdoor Bar-B-Q pit (**which must be cleaned-out after use**). Given that it may be too hot when the party ends, the HO must return prior to 11:00 AM next morning to clean-out the Bar-B-Q pit).
- Ping-pong, pool table, shuttle board, air hockey and card table. (This list will depend upon the current availability of equipment and may change at any given time. **The HO should assess this list prior to the planned event.**) All games **must** be left in a satisfactory condition.
- Indoor and outdoor toilet facilities. (Please keep in mind that this is a holding tank facility only. No feminine products or anything other than toilet paper may be flushed in these toilets.)

**Community House Use Agreement**  
**Exhibit “B” – Host Owner Check List**  
(continued)

3. Parking – Parking space is limited. For an HO Event held during standard summer Beach opening, the HO may use a maximum of five (5) parking spaces for his / her event. However, for an evening event (i.e., after 6:00 PM), and between Labor Day and Memorial Day, a greater number of cars can usually be accommodated. Whenever necessary, alternate parking arrangements should be made, and car-pooling is recommended. At weekends and during school vacations, overflow parking is available at the Indian head at the main entrance of Indian Park.
4. Safety and Security – At the time the Community House is reserved, the HO must advise the IPA Representative how many adults and / or children are expected.

For the safety of all Beach users, the following rules apply:

- a) If more than twenty (20) adults are expected, and / or
- b) If more than ten (10) children under the age of fourteen (14) are expected,

the **HO must provide and pay a certified lifeguard for the event or swimming is prohibited. HO’s lifeguard is required to supplement IPA’s own lifeguard. A copy of the lifeguard certification must be provided and be on file with the IPA Secretary prior to the event.** If requested to do so, IPA may be able to provide the name of a qualified local lifeguard.

The HO takes full responsibility for his / her guests.

**No** swimming will be permitted after 6:00 PM (when IPA’s lifeguard goes off-duty), unless the HO’s own certified / approved lifeguard is on duty.

**A copy of this Agreement will be provided to the Host Owner for his / her records.**

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