

Village of Irvington Recreation and Parks Department
Facility Rental Application
O'Hara Nature Center

Rental Information

1. Only full time Village of Irvington and Irvington School District residents are eligible to request use of the facility.
2. Applications must be submitted at least 30 days in advance of the date being requested.
3. The person or group for which the reservation is made must use the reservation; no transfers are allowed. The person completing the application must be at least 21 years of age.
4. The maximum number of those who may attend the event at any given time is 49.
5. Any damage or destruction of property shall be paid for fully by the person, individuals or group renting the facility. A minimum security deposit of \$350.00 will be required for all approved applications. This amount can be higher based on the nature of the event. Deposits should be in the form of a Bank Check. Deposits will be returned within 3 business days if no action is required.
6. Rentals fees are:
 - Village Residents: \$250.00 for up to 4 hours and \$50.00 for each additional hour requested.
 - School District Residents: \$300.00 for up to 4 hours and \$60.00 for each additional hour requested.
7. Facility areas that may be used include:
 - Main Room
 - Entrance Area
 - Bathrooms
 - Access to tables and chairs
 - Basement is Off limits
8. Unless approved by the Village Recreation and Parks Advisory Committee, renters may not sell any items or promote a specific product or business. No additional vendors are allowed to sell any items during events.
9. A Certificate of Insurance is required naming the Village of Irvington as an Additional Insured. Alternately, proof of homeowners insurance may be required.
10. A walk through of the facility with Recreation and Parks Department Staff on duty is required once the renter arrives at building and at the end of the scheduled event.
11. A staff person will be assigned by the Recreation and Parks Department and will remain in the building on duty throughout the entire time of the approved event. This staff person has full authority over any approved event.

***The Rec & Parks Department reserve the right to **cancel 24hours in advance** due to inclement weather during the winter months. We will do everything possible not to have to cancel your event.