

**TOWN OF PELHAM  
RICHARD J. DARONCO TOWN HOUSE**

**USE POLICY AND APPLICATION**

**USE POLICY**

**I. PURPOSE AND STATUS OF FACILITY**

The historic Richard J. Daronco Town House, opened in 1930, is a Town-owned municipal facility that has long served important governmental and community functions, including housing the Pelham Recreation Department, the Town of Pelham Courts, the Town Historian and a variety of civic activities over the years. The Daronco Town House is intended primarily for official Town business and, when not required for such purposes, may be made available for Pelham-based civic, cultural, educational, and community-related uses, or for organizations whose activities benefit Pelham residents, as determined in accordance with this Policy.

In light of the significant maintenance, preservation, and operational demands associated with a municipal building of this size, the Town of Pelham has adopted the following policy, application requirements, and fee schedule to ensure that use of the Daronco Town House, inclusive of Gazebo Park, is safe, orderly, equitable, and consistent with the Town's public mission and stewardship responsibilities.

**II. PRIORITY AND HIERARCHY OF USE**

Use of the Daronco Town House shall be subject to the following order of priority:

1. Official Town business, including Town Board meetings, Town Court functions, and meetings or activities of Town departments, boards, and commissions;
2. Town-sponsored or Town-affiliated programs, including Recreation Department and other municipal programming;
3. Pelham-based civic, cultural, educational, or community organizations, or organizations whose activities primarily benefit Pelham residents, provided such use is consistent with this Policy.

The Town reserves the right to preempt, cancel, or reschedule any approved use when necessary to accommodate higher-priority Town needs.

**III. ELIGIBILITY AND GENERAL REQUIREMENTS**

1. Use of the Daronco Town House is limited to non-profit civic, cultural, educational, or community-related activities.
2. All users must submit a completed application and receive written approval prior to use.
3. Applications must be submitted at least five (5) calendar days prior to the proposed event date.
4. Approval is subject to availability, compliance with this Policy, and Town operational needs.

5. Fundraising activities are permitted if they are directly supporting a non-profit organization's exempt activities. Games of chance, including gambling, raffles, and bingo, are not permitted to take place on Town property.

#### **IV. REVIEW AND APPROVAL**

1. The Town Clerk's Office shall review applications for completeness and compliance with this Policy.
2. Applications meeting all requirements shall be considered on a first-come, first-served basis within the applicable priority category.
3. The Town may deny, condition, or revoke approval based on objective, content-neutral criteria, including but not limited to safety concerns, conflicts with Town operations, or failure to meet policy requirements.

#### **V. FEES, INSURANCE, AND INDEMNIFICATION**

1. Applicants must provide a Certificate of Insurance naming the Town of Pelham as an additional insured, with minimum limits of \$1,000,000 per occurrence, at least three (3) business days prior to the event.
2. Applicants must execute the Town's Indemnification and Hold Harmless Agreement.
3. A refundable \$250 security deposit is required prior to use and may be applied to cover damage, excessive cleaning, or loss of Town property.
4. When a Town Constable is required based on objective safety or operational considerations, applicable fees shall be charged in accordance with the Town's fee schedule.

#### **VI. HOURS, DURATION, AND CAPACITY**

1. All use must conclude by 9:00 p.m., including cleanup.
2. Events may not exceed four (4) hours in duration, unless otherwise approved by the Board.
3. Maximum occupancy limits shall be enforced as established by the Town and applicable fire codes.

#### **VII. ENFORCEMENT**

Failure to comply with this Policy or with conditions of approval may result in immediate termination of the event and/or suspension or revocation of future use privileges.

#### **VIII. NO ENDORSEMENT**

Approval of use of the Richard J. Daronco Town House does not constitute endorsement by the Town of Pelham of any organization, viewpoint, program, or activity conducted on the premises. All users of the facility act independently and are solely responsible for the content and conduct of their activities.



