



## Damiano Recreation Center Rental Policies 2026

**RYE RECREATION**  
281 MIDLAND AVENUE  
RYE, NY 10580  
(914) 967-2535  
[RECREATION@RYENY.GOV](mailto:RECREATION@RYENY.GOV)

- **Please review all of the policies listed in this document and keep for your reference**
- **By signing your on-line Rental Request Form, you are indicating that you have read and agree to these policies**
- **A receipt for your reservation will be emailed to you when finalized. That receipt will serve as your permit**
- **Special requests must be made at the time of application and may result in additional fees.**

**ELIGIBILITY/USE** - Proof of residency is required to qualify for residential rates and must be provided when the application is submitted (Con Ed or utility bill). The individual making the reservation must be present throughout the entire event.

- Please note that other groups may be using the center at the same time or immediately following your use. Be considerate of others and leave the space in order so it can be ready for the next user.

### **FEES & CANCELLATION POLICY**

- **Event Parties:** A 50% deposit is required at the time of reservation for event parties. Full payment is required three (3) weeks prior. 25% will be forfeited for cancellations less than three (3) weeks prior to the event. A \$200 refundable security deposit is required at time of full payment. This is refundable provided the room is left clean and free of damage and the party did not exceed its permitted time.
- **Children's Birthday Parties:** Payment in full is required at time of reservation. \$100 will be forfeited for cancellations less than three (3) weeks prior to the event.

In the case that inclement weather cancels your event, Recreation will try to reschedule your event **subject to availability**.

**CATERING** - Use of outside caterers is permitted BUT requires a permit for "on-site" catering or food trucks. **Food Trucks** must be requested in advance; no more than 2 are permitted per event.

**ON-SITE VENDORS** – If you are bringing an entertainer/entertainment to your party, there is a \$50 fee.

**A Certificate of Insurance is required for all commercial rentals/Food Trucks and on-site catering**

**SUPPLIES**- All supplies and/or leftover food should be thrown out or taken home at the end of the event. *Failure to do so can mean loss of all or part of your security deposit.*

If you are planning an event that requires materials or supplies to be brought in prior to the event or that will be left on site following the event, you must notify Rye Recreation in advance for special procedures and instructions for use. This may not be permitted based on facility usage before and after your event. Additional fees may be required.

### **RESPONSIBILITIES OF THE INDIVIDUAL(S) RENTING-**

- Patrons are expected to leave the facility in the condition that it was found. That includes removal of all decorations, signs, balloons, etc. Please ask the attendant for additional plastic bags if needed. ***Staying beyond scheduled time or leaving the facility unclean or damaged will result in loss of security deposit.***
- There is to be *no use of confetti, glue, glitter or sand*. Decorations **should not** be placed on the walls or attached to the lighting fixtures. The individual renting the space may be subject to fees if damage occurs.
- Groups and families are responsible for the conduct of their guests. Young children should never be left unattended at any time and they should not be allowed to wander in any other part of the building.

**AMPLIFIED MUSIC-**

- Damiano Recreation Center is located in a residential neighborhood; common sense should prevail with regard to the volume of music.

**SMOKING - NO SMOKING/VAPING** is permitted in Recreation Park or Damiano Center.

**PARKING** - Parking is limited to designated spots only. If the main lot is full, street parking is permitted. Designated parking for individuals with disabilities is provided. A 10 minute drop-off period is permitted to unload supplies. Please do not obstruct service roads as department or emergency vehicles may require access.

**OCCUPANCY** - Please be aware of the occupancy limit that is stated below for each space. You are **not** permitted to exceed the limit under any circumstances.

<b>Fees &amp; Charges</b>	
<p><b>Event Parties</b>            Subject to availability until 9:00 p.m.            Reservation Deposit: <b>50% of fee</b>  <i>\$200 refundable security deposit</i>  <u>On-Site Catering or Food Truck Application</u> Fee: \$50 (limit 2 food trucks)            On-site Vendor: \$50</p>	
<p style="text-align: center;"><b>◆ <u>Lower Level Multipurpose Room</u> ◆</b></p> <p style="text-align: center;"><b>Max Capacity 100 seated</b>  <i>(less if DJ or entertainment space is needed)</i></p> <p><b>Resident Fee:</b> \$200 per hour  <b>Non-Resident Fee:</b> \$250 per hour</p> <p><i>On-Site Catering or Food Truck Application Fee: \$50 (limit 2 food trucks)</i>  <i>On-site Vendor Fee: \$50</i></p> <p style="text-align: center;">Round tables (72") and chairs available at no cost            6' long serving tables available</p>	<p style="text-align: center;"><b>◆ <u>Upper Level Big Room</u> ◆</b></p> <p style="text-align: center;"><b>Max Capacity 70 seated</b>  <i>(less if DJ or entertainment space is needed)</i></p> <p><b>Resident Fee:</b> \$150 per hour  <b>Non-Resident Fee:</b> \$200 per hour</p> <p><i>On-Site Catering or Food Truck Application Fee: \$50 (limit 2 food trucks)</i>  <i>On-site Vendor Fee: \$50</i></p> <p style="text-align: center;">6' Long Tables and chairs available at no cost</p>
<p><b>Children's Birthday Party</b>            25 children or less</p>	
<p style="text-align: center;"><b>◆ <u>Upper Level Big Room</u> ◆</b></p> <p>Subject to availability until 8:00 p.m.            25 children or less            2-hour event; plus 30-minute set-up time prior to event</p> <p>Reservation: <b>Full payment</b> required at time of reservation</p> <p style="text-align: center;">6' Long Tables and chairs available at no cost</p>	<p><b>Fee:</b> \$250 resident/\$350 non-resident</p> <p><i>On-Site Catering or Food Truck Application Fee: \$50 (limit 2 food trucks)</i>  <i>On-site Vendor Fee: \$50</i></p> <p><b>Birthday Parties requiring additional time are subject to the fees under "Event Parties"</b></p>

\*\* ALL Fees subject to change