



**Roosevelt Island
Operating Corporation**
of the State of New York
591 Main Street
Roosevelt Island, NY 10044
(212) 832-4540
www.rioc.com

David A. Paterson
Governor

Stephen H. Shane
*President
Chief Executive Officer*

Kenneth A. Leitner
*Vice President
General Counsel*

Fernando Martinez
*Vice President
Operations*

Steven Chironis
*Vice President
Chief Financial Officer*

Rosina Abramson
*Vice President
Planning and Inter-
Governmental Affairs*

Board of Directors
*Deborah VanAmerongen
Chairperson
Laura L. Anglin
Fay Fryer Christian
Katherine Teets Grimm
Jonathan Kalkin
David Kraut
Charlee Miller
Michael Shinozaki
H. Patrick Stewart*

Good Shepherd Community Facility Scheduling and Use Rules, Requirements and Procedures (eff. 1/15/09)

The Chapel of the Good Shepherd, a New York City Landmarked building, was acquired by the State of New York for use as a Community Facility as part of the master planning for Roosevelt Island. The Roosevelt Island Operating Corporation (RIOCI) a Public Benefit Corporation of the State of New York, is responsible for the maintenance and administration of the Good Shepherd Community Facility.

Procedures for reserving use of the facility follow:

1) **Scheduling** – All scheduling for use of Good Shepherd (GS) interior spaces (including chapel, community room, meeting room) must be reserved in advance with Donna Masly, RIOCI Program Coordinator, by calling (212) 832-4563 for an appointment, or via the GS Permit form on the RIOCI website – www.rioc.com/. Permits will identify any special conditions regarding permitted use. Elected officials and government agencies should contact Erica Wilder, RIOCI Director of Community Affairs at (212) 832 - 4540 X349.

2) **Security Deposit** – All those obtaining permits for the use of GS spaces must pay a security deposit at the time the Permit is issued. Security deposits will be returned after inspection by RIOCI and a determination is made that **the premises are restored to the condition in which they were delivered.**

Security Deposit Fee Structure:

a) Roosevelt Island Community based non – profit:

1) One time use for up to 5 hours - \$100.00;

2) Multiple uses – (more than 3 pre-scheduled uses per calendar year) - \$250.00;

b) Non Roosevelt Island based non - profit:

1) One time use for up to 5 hours - \$150.00;

2) Multiple uses – (more than 3 pre-scheduled uses per calendar year) - \$375.00;

c) Commercial use: As appropriate to time, frequency and purpose of use(s) as determined by RIOCI. Non-profit entity charging admission, raising money or affiliated with a vendor(s) for an event may be considered a “Commercial User” at RIOCI’s option.

3) **Insurance requirements** – RIOCI reserves the right to determine insurance requirements based on the specific circumstances for which each Permit is issued, particularly when an event(s) is deemed a Commercial Use.

General Requirements (unless otherwise determined by RIOC:

- a) Roosevelt Island Community Based non-profit use: none
- b) Non Roosevelt Island Community based use: none
- c) Commercial use: Determined on a case by case basis

4) **Access Control and Inspection** – Access to GS for permitted uses will be obtained from the RIOC Public Safety Department (PSD). PSD will issue a key, access card or any other access control device only to the individual identified on the Permit as responsible for access control and good condition (Responsible Person) upon deposit of a license or other valid I.D. as determined by PSD.

- a) The Responsible Person is required to assure that the use of GS facilities and equipment and access to GS are properly protected during the period of use.
- b) Under no circumstances is the entrance door to GS to be propped open for an extended period of time. The door must be attended during any brief period when the door may be held open for convenience of group entry, deliveries or other special needs entry.
- c) In the event of multiple users, the Responsible Persons designated by each permittee will assure non interference with access and facility use to the other.
- d) The deposited I.D. document will be returned by PSD upon return of the access control device issued.
- e) Anyone found occupying GS premises without appropriate permission including issuance of a proper Permit and PSC access control protocols will be deemed a trespasser on State property and will be treated accordingly.
- f) Deposit fees will be returned after an inspection by RIOC and a determination that everything is in the condition as when the use of the facility was delivered. Call Donna Masly to arrange for return of deposit.

5) **Use Fees –Fee Structure :**

- a) Roosevelt Island Community based non profit - \$40.00 per hour;
- b) Non Roosevelt Island based non profit –\$50.00 per hour;
- c) Commercial uses - \$90 per hour.
- d) Public Purpose Use: Elected officials, government agencies, the Roosevelt Island Residents Association (RIRA) in the conduct of its regularly pre-scheduled meetings and in such other event as RIOC shall deem appropriate to the public's interest – fees may be waived. (Fee waiver does not waive any other requirements including deposit, access restrictions and other conditions as may be contained herein or in the Permit.

6) **Equipment, Personnel and Furnishings** – RIOC will provide no additional personnel or equipment (including any audio visual equipment) than that

which is available at GS at the time the Permit is issued. Any *additional* personnel, furnishings or *equipment* which may be supplied by RIOC, will be duly noted in the Permit which will also include any special deposit, insurance and fee charges and requirements commensurate with the equipment and use of personnel. Use of or relocation of the *piano* currently located in GS is *specifically excluded*, unless otherwise noted in the Permit. Unauthorized use or relocation of the piano will trigger *additional* charges and requirements.

RIOC reserves the right to modify and change these scheduling, usage, deposit, fees, insurance and other GS permitting procedures and rules, as it deems appropriate in each instance.