

FACILITY USE APPLICATION TOWN OF COLDSRING

Today's Date: _____ Date(s) Requested: _____

INFORMATION ABOUT YOUR GROUP

Name of Organization or Individual: _____

Time: _____ To: _____ Your supervisor in charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

INFORMATION ABOUT YOUR INTENDED USE OF TOWN FACILITIES

Purpose: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is material or equipment required from the municipality? Yes _____ No _____

If needed, state what types and for what purpose: _____

Residents (number): _____ Non-Residents (number): _____

Is an admission fee charged? Yes _____ No _____

If so what will proceeds be used for? _____

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to the municipality for the use and care of the facilities. He/She, on behalf of (Name of Organization) _____ does hereby covenant and agree to defend, indemnify and hold harmless the Town of Coldspring from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Town of Coldspring property, facilities and/or services by (Organization) _____.

X _____

Address: _____

Signature of Organization Rep.

Telephone #: _____

Town of Coldspring
Town Hall Rules and Check List

Please leave the Town Hall as you find it. This checklist will help you:

- _____ Please do not adjust the heat, it should be kept at 66 degrees.
- _____ Close all windows and lock them (bathroom too).
- _____ Turn off all burners on stove.
- _____ Refrigerator should be unplugged with doors open and clean as you found it.
- _____ After wiping off tables, put chairs back on top of tables.
- _____ Sweep floors.
- _____ Mop if need to clean up spills or if mud is tracked in (mop is in back room use only warm water).
- _____ Take your garbage with you.
- _____ Make sure water is turned off in sinks and make sure toilets are not running.
- _____ Wipe off and clean off the counters.
- _____ Turn off lights, fans and lock door.

Please take special care of our new addition, phone and answering machine.

PLEASE DO NOT:

1. Leave outside doors open.
2. Put tacks or tape on walls or ceiling.

The use of the Town Hall is a service to all residents. Providing you leave it as you found it, your \$50.00 deposit will be returned. We try very hard to keep it clean and have taken steps to have many items renovated. Please help us to keep it this way.

Thank you,

Town of Coldspring

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

TOWN OF COLDSRING

ATTENTION: MELISSA DAVIS, SUPERVISOR

TOWN OF COLDSRING
FACILITY USE REQUIREMENTS

The use of Town facilities shall be subject to the approval by the Town Board.

1. Organizations wishing to use municipal facilities shall first apply to the Town Clerk on the prescribed form.
3. Intoxicants shall not be brought into Town Hall at any time.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense.
7. Organizations using the facilities must clean-up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is \$ 50.00, payable before use begins.
11. A public telephone is located in the Town Hall meeting room. The appropriate authority must be contacted in the event of an emergency.
12. Users must provide the following insurance prior to using facilities.

FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:

Commercial Users:

- A. The user hereby agrees to effectuate the naming of the Town of New Baltimore as an unrestricted additional insured on the user's policy.
- B. The policy naming the Town of New Baltimore as an additional insured shall:
 - be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
 - contain a 30 day notice of cancellation:
 - state that the organization's coverage shall be primary coverage for the Town, its Board, employees and volunteers; and
 - additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- C. The user agrees to indemnify the Town for any applicable deductibles.
- D. Enclose a copy of the endorsement providing additional insured status.
- E. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
- F. User acknowledges that failure to obtain such insurance on behalf of the Town of New Baltimore constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the Town to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Town.

Individuals

Required Insurance:

Homeowners Insurance

Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises