



Town of North Dansville

FACILITIES USE FORM

Today's Date: _____

Facility Requested: _____

Name of Company/Organization: _____

Description of Activity: _____

Reservation Date Requested: _____

Start Time: _____ **End Time:** _____

Contact Person Requesting Reservation: _____

Contact Address: _____

Contact Phone Number: _____

Contact Email Address: _____

STATEMENT OF RESPONSIBILITY

As sponsors of this activity of at least 18 years of age, I/we agree to abide by the policies and procedures that apply to the use of this space. We assume responsibility for the clean-up and guarantee payment for any damage should occur. I/we understand that alcohol is prohibited and any tables and/or chairs that are used will be picked up and put back before leaving.

Signature of Agreement: _____

Date Received by Town Clerks Office: _____

Approved: Not Approved Due to Date Conflict:

FACILITY USE REQUIREMENTS

The use of all properties owned by the Town of North Dansville shall be subject to the approval and rules of the North Dansville Town board.

- 1) Organizations/Companies/Persons of the Public wishing to use municipal facilities shall first apply to the Town Clerk on the prescribed application and be of at least 18 years of age. The Town Board of their designee has final authority on approval.
- 2) In the event of a building situation/emergency, the Town Board of their designee has the final authority on whether facilities are usable.
- 3) Intoxicants shall not be brought into municipal facilities at any time.
- 4) Alcohol is allowed only by permit. Alcohol is not permitted in glass bottles, kegs or barrels. A separate fee of \$25.00 is required for an alcohol permit.
- 5) All posted signs must be adhered to.
- 6) Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and violating this prohibition will be ejected from the premises.
- 7) Any damage to municipal facilities shall be promptly repaired at the user's expense. NO EXCEPTIONS. If maintenance personnel is not available, make sure all doors are locked/shut and lights are turned off when leaving.
- 8) The facility must be cleaned up before leaving the premises.
- 9) Permits may be revoked at any time.
- 10) Use of facilities with youth under 18 years of age, always requires the presence of adequate adult supervision.
- 11) The fee for use is \$0.00.
- 12) When required, users must provide the following insurance prior to using facilities.

Failure to do so prior to use will result in revocation of your approval to use the facility.

Commercial Users

- A) The user hereby agrees to effectuate the naming of the Town of North Dansville as an unrestricted additional insured on the user's policy.
- B) The policy naming the municipality as an additional insured shall:
 - a. Be an insurance policy for A.M. Best Rated "secured" NYS licensed insurer.
 - b. Contain a 30-day notice of cancellation.
 - c. State that the organizations coverage shall be primary coverage for the Town of North Dansville, its Board, Employees and Volunteers

- d. Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent
- C) The user agrees to indemnify the Town of North Dansville 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 North Dansville constitutes a material breach of contract and subject it to damages, indemnification and all other legal remedies available to the Town of North Dansville. The user is to provide the Town with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate of absence of it shall not be deemed a waiver of any and all rights held by the municipality.

Individuals:

Required Insurance:

Homeowners Insurance

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

Adopted by Town Board Resolution 02/04/2003