

NYMIR USE OF FACILITIES DOCUMENT

Town of Ticonderoga

APPLICATION FOR USE OF COMMUNITY FACILITIES

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

Facility 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 MUNICIPAL FACILITIES

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is material or equipment required from 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 _____ does hereby covenant and agree to defend, indemnify and hold harmless the Town of Ticonderoga 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 Ticonderoga's property, facilities and/or services by _____.

Signature of Organization's
Representative

Address: _____
Telephone Number: _____

Approval of Town Councilperson: _____

READ REVERSE SIDE FOR SPECIFIC REQUIREMENTS AND RETURN APPLICATION TO:

Town of Ticonderoga, PO Box 471, Ticonderoga, NY 12883 ATTENTION: Town Clerk's Office

Town of Ticonderoga
FACILITY USE REQUIREMENTS

The use of all Buildings, Grounds, Recreational and Parks facilities shall be subject to the approval and rules of the Recreation Commission administered by the Superintendent of Recreation and Parks.
(Armory use must be checked with the Youth Program Director)

1. Organizations wishing to use municipal facilities shall first apply to the Superintendent of Buildings, Grounds, Recreation or Parks on this form. The Superintendent or his/her designee has final authority on approval.
2. In the event of inclement weather, the Superintendent or his designee has the final authority on whether facilities are usable.
3. Non-Alcoholic events.
4. Armory will be used for Town sponsored events, Youth sponsored events and Senior Events (Alcohol permitted by permit only)(Caterer must have an alcohol & beverage permit to serve for the event). .
5. All posted rules must be adhered to.
6. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be removed from the premises.
7. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
8. Organizations using the facilities must clean-up afterwards.
9. Permits may be revoked at any time.
10. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
11. The fee for Non-Town, Youth, or Senior Event use of the Armory building is \$250.00, payable before use begins. \$150.00 will be returned if the Armory is left picked up and equipment put away. \$100.00 will be used for janitorial personnel to finish the final clean up (Mopping, Waxing, etc.).
12. The emergency telephone number for police and fire is: 518-585-3456. The appropriate authority must be contacted in the event of an emergency.
13. 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 PERMIT:

Commercial Users:

- A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.
- B. The policy naming the municipality 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 Municipality, 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 municipality 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 municipality 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 municipality 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 municipality.

Individuals:

Required Insurance if temporary structures (ie: chairs, tables, tents.....) will be used

- **Homeowners Insurance**

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

USE OF FACILITIES AGREEMENT FOR CLEANUP

Signature on this slip verifies that clean-up has been completed and verified.
Refund will be issued in the next available Town Abstract upon signature
of the proper authority and receipt of this form.

Permittee's Name and Correct Mailing Address

_____ Use of Parks and/or Recreation

_____ Refund

_____ Use of Buildings

_____ No Refund

Town Councilmember/Appointee of the Town