



Phone: (518) 359-3341
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NYS Relay 711

53 PARK STREET
PO BOX 1290
TUPPER LAKE, NY 12986

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 an admission fee charged? Yes _____ No _____

If so, what will proceeds be used for? _____

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

If needed, state what types and for what purpose _____

I agree that if additional Village support is needed, applicant will be invoiced for time, materials and equipment respectively (Electric, W/S, Police & DPW).

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 the Village of Tupper Lake does hereby covenant and agree to defend, indemnify and hold harmless the Village of Tupper Lake from and against any and all liability, loss, damages, claims, or actions (including costs and attorney 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 Village of Tupper Lake's property, facilities and/or services by our Organization.

Signature of Organization's Authorized Representative

Address

Telephone Number: _____

Please read attached requirements and return completed application to the mailing address listed above.

**HOLD HARMLESS AGREEMENT
(USE OF FACILITY)**

_____ does hereby covenant and agree to defend, indemnify and
(Facility User Name)

hold harmless the Village of Tupper Lake 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 _____ property, facilities and/or (The Municipality's) services
(Municipal property requested)

for the purpose of _____
(Briefly describe what the facility is going to be used for)

(Date)

(Facility User Signature)

(Authorized Municipal Signature)

FACILITY USE REQUIREMENTS

The use of all Recreational and Parks facilities shall be subject to the approval of the Park Commissioner, Board of Trustees and/or Insurance Carrier if required.

1. Organizations wishing to use municipal facilities shall first apply to the Village Clerk who will in turn apply to the Park Commissioner and Board of Trustees on the prescribed form. The Board of Trustees have final authority on approval.
2. In the event of inclement weather, the Park Commissioner or his designer shall have final authority on whether facilities are usable.
3. **Intoxicants shall not be brought onto municipal facilities at any time without an Alcohol Permit. Alcohol is not permitted in glass bottles, kegs or barrels.**
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly act or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damages 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.
7. Organizations using the facilities must clean up after their event.
8. Permits may be revoked at any time.
9. Any organization with youth under the age of 18 requires the presence of adequate adult supervision at all times.
10. The emergency telephone number for the **Police and Fire is 911.** The appropriate authority must be contacted in the event of an emergency.
11. 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" NYS licensed insurer;
 - contain a 30-day notice of cancellation;
 - state that the organization's coverage shall be primary coverage from the Municipality its Board, employees and volunteers; and
 - additional insured status 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 acknowledge 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.

Individual Users:

Required Insurance:

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

G. In the event of an accident, please notify the custodian on duty, or call the village office the next morning at (518) 359-3341.