REQUEST FOR USE OF AMENIA TOWN HALL FACILITIES

(September 2015)

4988 Rt 22, Amenia NY 12501

A written request for use of Town Hall Facilities by an organization or association other than the Town must be submitted to the Town Board using this form. No proposed use is permitted unless and until the Town Board approves such use. Any approval of an application is contingent upon the Town's receipt of a Certificate of Insurance, with appropriate endorsements, and payment of any advance charges due, at least **three (3) days prior to the date of use.** The fee required is **$25.00 per session**, plus any additional charges calculated below. Checks should be made payable to the **Town of Amenia.**

Organization:

Contact Person:

Address:

Phone Number:

Email Address:

[illegible]	Dates Requested (List All)	Day of Week	Arrival Time	Departure Time	[illegible]			

Special Equipment/Furniture Required

For what purpose will proceeds be spent?

Insurance Certificate: ☐ **Included With this Request** ☐ **Previously Submitted**

The undersigned is an officer of the organization requesting use of the Town Hall Facilities. The undersigned has the authority to sign this application on behalf of the organization. By signing this application, the organization agrees that it is bound by the *Regulations Governing Use of Town Hall* as listed on page 3 of this form, and that the organization will insure compliance with these regulations by its members and guests. By signing this application, the organization further agrees that it assumes full responsibility for any personal injury or property damage which may be caused by such use.

_____ Signature

_____ Date

_____ Title

TOWN USE ONLY

Town Board ☐ Approval ☐ Denial

$25.00 Per Session x _____ Number of Days

Subtotal _____

Additional Charges _____

TOTAL DUE _____

☐ Insurance Certificate Received: _____ Date

☐ Payment Received: _____ Date _____ Receipt Number

Copies of Processed Application Sent to:

☐ Organization: _____ Date

☐ Town Clerk: _____ Date

REGULATIONS GOVERNING USE OF TOWN HALL FACILITIES

1. Town Hall building/grounds may be used for purposes approved by the Town Board.
2. The Organization submitting an application requesting permission to use Town Hall Facilities (the "Organization") is responsible for guaranteeing compliance with all regulations governing use of Town Hall Facilities.
3. The Organization is responsible for payment of any charges incurred as a result of the use of Town Hall Facilities.
4. The Organization is responsible for any damages to Town property that may arise from or relate to the Organization's use of Town Hall Facilities. The organization agrees to indemnify and hold harmless the Town for any damages to property and/or person that may arise from or relate to the Organization's use of Town Hall Facilities.
5. *THE ORGANIZATIONS SHALL PROVIDE THE TOWN WITH A CERTIFIACATE OF INSURANCE DEMONSTRATING THAT THE ORGANIZXATION MAINTAINS GENERAL LIABILITY INSURANCE COVERAGE WITH A* ***MIMIMUM LIMIT OF $1,000,000*** *PER OCCURRENCE. THIS CERTIFICATE OF INSURANCE SHALL NAME THE TOWN AS AN ADDITIONAL INSURED,* ***ON A PRIMARY AND NON-CONTRIBUTORY BASIS****. THIS CERTIFICATE OF INSURANCE SHALL ALSO REQUIRE THE INSURER TO PROVIDE THE TOWN WITH ADVANCE WRITTEN NOTICE PRIOR TO TERMINATION, CANCELLATION, OR MODIFICATION OF THE UNDERLYING INSURANCE COVERAGE.*
6. The Organization shall be responsible for providing qualified supervision which shall consist of at least one adult per twenty-five (25) participants or in such quantity as may be deemed necessary by the Town.
7. Smoking in not permitted in the Town Hall.
8. Gambling is forbidden on any Town property.
9. The sale or consumption of alcoholic beverages is prohibited on Town property, unless: a) the applicant secures express permission for sale or consumption from the Town Board, and (b) the applicant secures all necessary permits, approvals or licenses for such sale or consumption that may be required from other government agencies.
10. The portion of the Town Hall facilities used by the Organization must be properly cleaned at the completion of the event, including hallways and entrances used to gain access to those Facilities. If the Organization fails to adequately clean the Town Hall Facilities at the completion of the event, the Organization shall reimburse and indemnify the Town for any costs or expenses that the Town incurs in cleaning those Facilities.
11. The Town reserves the right to cancel the use of the Town Hall Facilities and to order all attendees to immediately vacate the Town Hall or to change or amend such agreements as may be necessary due to emergency or unforeseen circumstances.
12. Office equipment, supplies, etc. shall not be available unless requested in advance on the application form and approved. When supplied, special rules and charges fixed by the Town, may apply.
13. Permission to use the Town Hall Facilities is neither transferrable nor assignable.
14. The Organization will comply with all NYS Building and Fire Codes, including compliance with any applicable maximum occupancy limitations.

ACCEPTED AND AGREED

_____ _____

Signature Date

_____

Title

Town Of Amenia

BUILDING / FIRE / ZONING DEPARTMENT
4988 Route 22, Amenia, NY 12501
845-373-8118 x118 fax: 845-373-9826
building@ameniany.gov

EMERGENCY PLANNING AND PREPARDNESS

Section 403.1 NYS Fire Code: Fire watch personnel. When, in the opinion of the code enforcement official, it is essential for public safety in a place of assembly or other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

Section 403.1 Duties. Fire watch personnel shall keep diligent watch for fires, obstructions to means of egress and other hazards during the time such palace is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur, contact local fire department and assist in the evacuation of the public from the structure.

It is the responsibility of the Agent or Lessee to make an audible announcement prior to the start of each program or performance that notifies occupants of the location of the exits to be used in case of a fire or other emergency.

Such announcements may be made in person or by recorded communication and shall be communicated in such a reasonable manner to assure that all persons in attendance are aware of the location of the exits. Owners or operators of assemblies involving video or cinema presentations may use such video or cinematic medium to communicate such audible announcement or projected image. Such announcement or projected image shall include the location of egress routes or areas of rescue assistance for use by persons with disabilities.

I _____ have read and fully understand what is required of me prior to such activity being conducted
(Print Name)
at the Amenia Town Hall.

_____	_____	_____
Date	Code Enforcement Officer Town of Amenia	Owner, Agent or Lessee