

**Village of Montgomery**  
 133 Clinton Street • Montgomery, NY 12549  
 Ph. 845 457-9661 • Fax 845 457-5698

**Application for Use of Community Facilities**

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Name of Individual or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (day) \_\_\_\_\_ (night) \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_ Supervisor in charge \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Number of persons: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Is material or equipment required from municipality? Yes \_\_\_\_\_ No \_\_\_\_\_

#Tables: \_\_\_\_\_ # Chairs: \_\_\_\_\_

Is an admission fee charged: Yes \_\_\_\_\_ No \_\_\_\_\_

**Rental Fee Schedule:** (amended 1/20/09)

\_\_\_\_ • Senior Center – 36 Bridge St.

Non-Resident	\$600	Date/Amt. Paid: _____
Village Resident & Non-Profit	\$400	_____
Clean-up Deposit	\$250	_____

**(Rental Fee \$100 within 14 days of booking event)**

**(Balance due 14 days prior to event)**

\_\_\_\_ • Recreation Center - 60 Bachelor St.

Rental Fee	\$250	Date/Amt. Paid: _____
Clean-up Deposit	\$150	_____

\_\_\_\_ • Village Museum – 142 Clinton St.

Rental Fee	\$150	Date/Amt. Paid: _____
Clean-up Deposit	\$ 50	_____

**AGREEMENT**

The undersigned is more than 21 years of age and has read this form and attached regulations and agrees to comply with them. He or she agrees to be responsible to the Village of Montgomery for the use and care of the facilities. He or she, on behalf of \_\_\_\_\_, does hereby covenant and agree to defend, indemnify and hold harmless the Village of Montgomery 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 Municipality's property, facilities and/or services by Organization.

Signature of Individual/Organization's Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

## READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

Village of Montgomery, 133 Clinton St., Montgomery, NY 12549

Attn: Rose Griffith (845-457-9661, ext. 201)

The use of all Municipal facilities shall be subject to the approval and rules administered by the Board of Trustees:

1. Organizations wishing to use municipal facilities shall first apply to the Village Office on the prescribed form. The Village Board has final authority of approval on rentals.
2. Illegal drugs shall not be brought onto municipal facilities at any time.
3. Alcohol is allowed by permission only - a temp liquor liability shall be obtained & Liquor Legal shall be procured. The user, other than a homeowner for a personal party event, must provide liquor legal, naming the Village as Additional Insured, Indemnify and hold the Village harmless, waive subrogation rights and it must be in writing.
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. Organizations and individuals using the facilities, including the kitchen, must clean up afterwards or deposits will not be refunded. Items stored in kitchen cabinets are not for renters use. Please bring own cleaning supplies. Deposit will be returned within five (5) business days upon inspection by village.
7. In the event of an accident, please notify the Village office the next business day.
8. All events must end no later than 10:00PM and clean up done by 11:00PM. Any organization/individual with youth under 18 years old requires the presence of adequate adult supervision at all times. Events for children 17 years of age and under must be over by 8:00PM.
9. Please be courteous and respect our neighbors at all times.
10. Any damage to municipal facilities shall be promptly repaired at the user's expense.
11. No exceptions. No decorations are to be attached to walls, no tacks, no tape, etc. Please do not raise or lower window shades.
12. Keys to facility – contact Village Clerk's Office during business hours 9:00 am – 4:00 pm. Keys must be returned next business day. **All doors must be locked and lights turned off when leaving.** (must pull on door(s) to make sure they are locked before leaving).
13. Emergency phone number for the police station and fire department is 911. Non-emergency phone number for Police Department is 457-3935. A public telephone is located outside the police station at 65 Bachelor Street, The appropriate authority must be contacted in case of an emergency.
14. Permits may be revoked at any time.
15. Use of facility audio/TV equipment is **prohibited** unless prior approval is granted. If audio/TV equipment is used without prior approval, deposit will be forfeited.
16. Deposits are required in case clean up or adjustment of audio equipment is necessary.

17. Cancellation policy - In the event you book facility and cancel less than 48 hrs. of event the \$100 deposit will be held.

18. When required, users must provide the following insurance prior to using facility:

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

- A. The user hereby agrees to effectuate the naming of the municipality an unrestricted "Additional Insured" on the user's policy
- B. Contain a 30 day notice of cancellation
- 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:

Insurance description must include the event, dates, times –

Commercial General Liability Insurance:

– \$1,000,000 per occurrence/ \$1,000,000 aggregate

If alcohol is served it must list that they have "off premise" liquor liability and the bar server should be TIPS certified

Individuals Homeowners Insurance:

– Liability \$500,000 limit of liability

Policy shall not exclude the off-premises activities of the insured

F. User acknowledges that failure to obtain such insurance on behalf of the Village of Montgomery 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.

- G. Call the Village Clerks Office for the most current rental prices.

(1/20/09 Fee Schedule Amended)

## Certificate of Insurance

### General Information

The following policy is in effect for all non-profit groups and rentals to perform or administer services or functions on Village property.

A Certificate of Insurance naming the Village of Montgomery, 133 Clinton St., Montgomery, NY 12549 as additional named insured shall be provided a minimum of three weeks before any event with the following limits and must include the location, event, date(s), and time(s).

- **Commercial General Liability Insurance .....\$1,000,000**

If alcohol is served it must list that they have “off premise” liquor liability and a bar server should be TIPS certified.

- **Individual Homeowners Insurance .....\$ 500,000**

If liquor is served that must also be stated on the certificate of liability  
Policy shall not include any off-premises activities of the insured.

### Events and Programs:

All rentals including nonprofit organizations, etc. and those providing services to the public must provide the insurance certificates as outlined in this section for the specific location, time, date(s) and events requested and the **Village of Montgomery to be named as additional insured** on the Certificate of Liability Insurance.

### Forwarding Certificate of Insurance to the Village of Montgomery

Certificates of Insurance should be forwarded to the Village of Montgomery soon after confirmation of reservation.

### Event Location:

\_\_\_ Montgomery Senior Center  
36 Bridget Street

\_\_\_ Recreation Center  
60 Bachelor St.

\_\_\_ Village Museum at Wesley Hall  
142 Clinton St.

Please mail to: **Village of Montgomery**  
133 Clinton Street  
Montgomery, NY 12549