

VILLAGE OF KINDERHOOK
6 Chatham Street, PO Box 325, Kinderhook, NY 12106

APPLICATION FOR USE OF VILLAGE PROPERTY

Check Property to Be Used:

- | | |
|---|--|
| ☐ Van Buren Hall
☐ Van Buren Hall Lift
☐ Piano in Van Buren Hall*
☐ Hudson Street Landing at Creekside Park
☐ Village Square
☐ Bandstand
☐ Other _____ | ☐ Playground – K1 (Little League Field at Back)
☐ Playground – K2 (Baseball Diamond at Rothermel Lane)

☐ Playground – K3 (Middle Field)
☐ Playground – Pavilion
☐ Playground – Tennis Court |
|---|--|

Day & Date _____ Times _____ Rain Date _____

☐ Check if Multiple Dates – Attach Schedule

Purpose of Request _____

Approximate Number in Attendance _____

Applicant Name _____

☐ Check if You Are Applying for an Organization**

Name and Address of Organization _____

☐ Check if you will be charging admission or accepting donations

☐ Check if you will be requiring use of Van Buren Hall lift [If checked, see attached lift instructions]

General Rules:

1. Groups shall be supervised at all times by one or more adults.
2. Premise is to be left clean and furnishings (if applicable) shall be left as found.
3. In buildings, close windows, extinguish lights, and lock doors when leaving.
4. Use only main entrance to building. Do not block emergency exits.
5. No disorderly conduct is allowed.
6. Promptly report damage, accident, or unusual situations to Village Mayor or Trustee at 518.758.9882 (Monday-Thursday 9am-2pm) or 518.929.0519 (after business hours).
7. Permit may be canceled, for cause, at discretion of Village Mayor or Trustee.
8. Maximum capacity of Van Buren Hall is 176 people.

Alcoholic Beverages:

1. Use of alcoholic beverages is not permitted.

***Piano in Van Buren Hall:**

1. Application to Concerts in the Village (www.concertsinthevillage.org) will need to be submitted and approved *prior* to the submission of this application.

****Insurance:**

1. A Certificate of Insurance naming the Village of Kinderhook as an additional insured is required for applying organizations. (See attached for insurance requirements.)

Application Continues on Back – Signature Required

Agreement:

The undersigned is over 21 years of age and has read this form and the above rules and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of he facilities. He/she, on behalf of

(Print Name) _____

does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Kinderhook from and against 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 Kinderhook property, facilities and/or services.

I/We accept usage pursuant to all terms of application and acknowledge liability for cost of repairing or replacing any damage to the premises.

Signature of person or persons assuming responsibility:

Dated: _____

Contact Telephone No.: _____ (h)

_____ (c)

Contact Email Address: _____

☐ PERMIT GRANTED

☐ PERMIT DENIED

BY _____

TITLE _____

DATE _____

Village Clerk's Office Hours: Monday-Thursday 9am-2pm

Village Hall Address:

6 Chatham Street

PO Box 325

Kinderhook, NY 12106

Email: okvillagehall@villageofkinderhook.org

Website: www.villageofkinderhook.org

**VILLAGE OF KINDERHOOK
VAN BUREN HALL LIFT**

The lift is intended for use by mobility-impaired persons or their companions only and **is not to be used for freight.**

Location: Lift entrance is accessible by exterior doorway at the back of the side alley located on the south side of Village Hall - 6 Chatham Street.

User Regulations:

Persons or groups holding **private functions** may reserve use of lift for guests who may require special assistance to the second floor.

Persons or groups holding **public events** should reserve use of the lift in the event a person or persons attending the event may require use of the lift.

Any damages caused by unauthorized use or persons operating lift shall be the responsibility of the individual or group for which a use-permit has been issued.

WEIGHT CAPACITY: 750 lbs.

Lift Use Instructions:

Private or public event organizers **are required to contact the village's clerk or deputy clerk for instruction and a demonstration on lift operation prior to use.**

Access to lift requires obtaining keys (3) from village clerk or deputy clerk.

1. Turn on lift and entry lights using switch located at left of entryway.
2. Small key is used to call lift to ground level or second floor if lift is not present. Insert small key in lock below black call button located to left of lift door.
3. Turn key clockwise one-quarter turn to activate call switch to lower lift to ground floor or to raise it to second floor.
4. If lift is not present, press black call switch either "up" or "down."
5. If lift is present, enter lift and insert small key into lift lock and turn one-quarter turn clockwise to activate lift control switch which moves lift up or down. Leave key in position while pressing the black control switch.
6. Hold black control switch until lift reaches the exit door and you hear an audible "click" sound. This means the door may be opened.
7. Before exiting, turn lift key one-quarter counter clockwise and remove.
8. Push on lift door to open and exit.
9. Use caution when entering or exiting lift.

Note: For safety, lift doors will not open until lift has been raised or lowered to appropriate locked-in position. Listen for a "click" sound, which indicates that lift door may be opened.

IMPORTANT: DO NOT LEAVE KEY IN AN UNATTENDED LIFT.

Continues on Back – Signature Required

\$50 key deposit is required for those reserving use of lift.

[] \$50 Key Deposit Received with Copy of this Notice to Applicant.

BY: _____ DATE: _____

[] \$50 Key Deposit Returned to Applicant.

BY: _____ DATE: _____

As applicant, I agree that I will be providing an operator for the lift during my event. I confirm that I have received instruction from village clerk or deputy clerk or other representative of the Village of Kinderhook on operation of the lift prior to the event.

Signature of Applicant: _____ Date: _____

Print Name of Applicant: _____