

INCORPORATED VILLAGE OF PORT JEFFERSON

USE OF FACILITIES FORM

Guidelines for submission of application are as follows:

1. Review the enclosed INCORPORATED VILLAGE OF PORT JEFFERSON Policy on Use of Village Facilities.
2. Review the Insurance Requirements for using Village Facilities, and forward to your insurance carrier for issuance of required certificates. NOTE: The Board reserves the right to require alternative liability limits and/or waive requirements when applicable.
3. Complete Application – do not leave any blanks.
4. **Any vendors hired must comply with the insurance requirements of the Village for Independent Contractors/Vendors of residents/groups that are using Village facilities.**
5. Return application to the office of Village Office. Permit for event will be issued upon approval.

Today's Date: _____

Date(s) & Times Requested: _____

Facility Requested: _____

Name of Organization: _____

If not an organization, name of Individual: _____

Nature of Event: _____

Describe activities/services provided: _____

Will Admission be Charged? _____ Will Food be served? _____ Will alcohol be served? _____

Group Size: _____

Will outside vendors be hired? If yes, describe: _____

Applying for amusement rides/inflatables on Village Property (including Village Streets)? No _____ Yes _____

If yes, describe: _____

Person in Charge: _____ E-mail: _____

Address: _____

Phone #: _____

Special Request: _____

The undersigned, an officer of the Organization requesting use of the INCORPORATED VILLAGE OF PORT JEFFERSON's facilities, or the individual requesting use of the INCORPORATED VILLAGE OF PORT JEFFERSON's facilities, guarantees observance of all regulations governing use of facilities of the INCORPORATED VILLAGE OF PORT JEFFERSON, payment of any charges incurred and states that the organization agrees to defend, indemnify and save harmless the INCORPORATED VILLAGE OF PORT JEFFERSON and the Municipal Board, employees and volunteers against any and all claims for damages or injury to persons or property that may be occasioned by, or arise from, the use of such facilities but shall not include claims resulting from the negligence or willful misconduct of the INCORPORATED VILLAGE OF PORT JEFFERSON. This indemnity and hold harmless is intended to be as broad as is permitted by and shall be a continuing right to indemnification and shall survive the expiration or termination of this Agreement.

Signed _____

Print Name _____

Title _____

Date _____

Address _____

Phone _____

Administrator's Approval _____

If approved a letter will be sent to you when your date is confirmed. This will become your Use Permit.

No one will be allowed to use municipal facilities without the completed and signed application, a copy of the Insurance Certificate, and any fee required returned to the Municipality. All vendors must comply with the Insurance Requirements and sign the Indemnification Clause.

Insurance Requirements for Use of Facilities

Organization:

An organization using the facilities must comply with the INCORPORATED VILLAGE OF PORT JEFFERSON Use of Facility Standards. It is suggested that the organization maintain at a minimum the following, giving evidence of same to the INCORPORATED VILLAGE OF PORT JEFFERSON in the **form of a Certificate of Insurance and copy of the Additional Insured Endorsement and provide** 30 days notice of cancellation, non-renewal or material change. The insurance coverage limits set forth in Schedule below are minimum coverage requirements, not limitations of liability. New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an AM Best Rating of at least A- IX. **Workers Compensation and NYS Disability is required for any organization that have employees that will be working on the premises.**

Certificate Holder for all policies: INCORPORATED VILLAGE OF PORT JEFFERSON
121 West Broadway
PORT JEFFERSON, NY 11777

Description Box to read:

INCORPORATED VILLAGE OF PORT JEFFERSON, all elected and appointed officials, employees and volunteers are included as primary and non-contributory additional insureds per the General Liability including Contractual Liability. Waiver of Subrogation is included on the Workers Compensation (if applicable) and General Liability in favor of the Additional Insured.

I. COMMERCIAL GENERAL LIABILITY

Coverage	Occurrence Form	
Limits	General Aggregate	\$2,000,000
	Products-Comp/Ops Aggregate	\$1,000,000
	Personal & Advertising. Injury	\$1,000,000
	Each Occurrence	\$1,000,000
	Damage to rented premises	\$ 100,000
	Medical Exp. (Any one Person)	\$ 5,000

Additional Insured INCORPORATED VILLAGE OF PORT JEFFERSON and all appointed and elected officials, employees and volunteers using ISO form CG2026 or equivalent on a primary and non-contributory basis.

Unacceptable Exclusions:

Athletic Participants and Sexual Abuse & Misconduct

If serving alcohol:

If selling – need Liquor Law Legal liability and Liquor License

If serving and not selling – need evidence of Host Liquor Liability

Mandatory:

Contractual Liability to extend to Hold Harmless;

Waiver of Subrogation in favor of Additional Insured

II. Automobile Insurance – If any owned or non-owned Autos - Recommended

Limit	\$1,000,000. Combined Single Limit
Additional Insured	Incorporated Village of PORT JEFFERSON , all elected and appointed officials, employees and volunteers on a primary and non-contributory basis.

III. Umbrella Liability - Recommended

Coverage	Umbrella Form of Excess following form of primary General Liability and Auto Liability
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Suggested Limit	\$2,000,000.
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Additional Insured	Incorporated Village of PORT JEFFERSON, PORT JEFFERSON Fire Department, all elected and appointed officials, employees and volunteers on a primary and non-contributory basis.
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IV. WORKERS COMPENSATION AND NYS DISABILITY

Statutory coverage is required if the Organization has employees that will be working on the premises. Waiver of Subrogation is required in favor of the Certificate Holder.

Individual/Resident

If the Individual/Resident does not have a special event liability policy in effect, the Individual/Resident shall provide a copy of their Homeowners or Apartment/renter's Policy Declarations Page - Minimum liability limit of \$300,000. Policy shall not exclude the off-premises activities of the insured.

* The Municipal Board reserves the right to require alternative liability limits and/or waive insurance when applicable

REGULATIONS

1. No alcoholic beverages are permitted.
2. Users are expected to leave the facility clean and orderly.
3. All Village codes pertaining to Parks & Recreation must be adhered to at all times.
4. All food vendors must be licensed and have a Department of Health certificate.
5. Safety – Users agree that safety and protection of all persons is paramount and assume responsibility to ensure that use, installation, maintenance, and inspection of all equipment used conforms to government and non-government safety standards.
6. Village reserves the right to preempt the use of the property at any time in the event the property is needed for municipal purposes.
7. The Village reserves the right to reject an application or to rescind a permit if in the opinion of the Village such action is necessary to preserve the condition of Village property or public safety is at risk.
8. **Any contractors, vendors, organizations, individuals, volunteers, employed/used by the applicant shall be licensed and shall comply with all laws and ordinances of governmental authorities.** Any vendors hired by the applicant must comply with the insurance requirements of the Village for Independent Contractors/Vendors of residents/groups that are using Village facilities.
9. The Board of Trustees shall by resolution adopt or modify the changes to these regulations.