

VILLAGE OF NEWARK VALLEY

villageofnewarkvalley.com

9 Park Street, P.O. Box 398

Newark Valley, New York 13811

info@newarkvalleyvillage.com

Phone (607) 642-8686 Fax (607) 238-3808 TDD (800) 662-1220 or 711

COMMUNITY USE FORM for Municipal Facilities – SEE OVER

Today's Date: _____ Requested date(s): _____

Facility Requested: NOBLE ROOM _____ TROUT PONDS PAV # _____

Time: _____ to _____ **SEE \$\$ FEES BELOW**

INFORMATION ABOUT WHO IS RESERVING

Organization/Individual Name: _____

Supervisor of Organization: _____

✓ - Village Resident _____ Town Resident _____ Out of Town Resident _____

Mailing Address: _____

Telephone: _____ Email: _____

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

Event Signage: _____ # Participants _____ (Adults ____ Children ____)
ex: Jones Graduation, Smith Reunion, Julie's Baby Shower, Tom's 40th Birthday etc.

Admission fee? No _____ Yes _____ if yes, proceeds used for _____

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, on behalf of organization or individual does hereby covenant and agree to defend, indemnify and hold harmless the Village of Newark Valley 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 the Village of Newark Valley's property, facilities and/or services by Organization or Individual.

Signature of Individual /Organization's Representative

FEE PAID _____ DEPOSIT PAID _____ RECEIPT # _____

NOBLE ROOM FEE: \$25 each date

TROUT PONDS FEE: \$15 Village resident; \$50 TOWN resident; \$75 OUT OF TOWN resident

TROUT PONDS DEPOSIT: \$20 for ALL users regardless of residency – MUST be paid separate from fee in CASH/CHECK - can claim w/in 30 days after event.

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FACILITY USE REQUIREMENTS

- Organizations/individuals wishing to use municipal facilities shall complete Community Use Form obtained from Village office, or via website at *villageofnewarkvalley.com*.
- Reservations are on a first come-first served basis; reservations are complete when required paperwork is filed and ***non-refundable fees are paid prior to the event date.***
- *Permits may be revoked at any time.*
- Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions.
- All posted rules must be adhered to.
- Profanity, objectionable language, disorderly acts, or illegal activities of any kind are absolutely prohibited; those violating this prohibition will be ejected from premises.
- Adequate adult supervision required at events if youth less than 18 years old present.
- *Supervisor/designee has final authority whether facilities usable in inclement weather.*

NOBLE ROOM:

- ❖ Users must inspect & clean up before leaving; lock all doors, lights off, AC off and/or heat turned down (if turned up at event); vacuum as needed. Return furniture to original placement.
- ❖ KEY returned to the Village office or drop-box immediately after the event.

TROUT PONDS:

"TAKE IN TAKE OUT" NO CONTAINERS PROVIDED

- Users must provide \$20 Security Deposit to Village for use, ensuring park will be restored to original condition (includes grounds, *tables***, refuse/litter removal, etc.). If not restored the Village will charge user time/materials for restoration. *****NO STAPLES in table to hold tablecloths down, use clamps/tacks.***
- Deposits not picked up within 30 days after the event will become a donation to the Trout Ponds Fund.
- No alcohol use at events without obtaining alcohol permit from Village office. Fee charged.
- NO party tents erected without prior approval of Public Works Supervisor; 607/642-8700.
- Users leave the Park no later than **DUSK**.

KEEP THIS COPY FOR YOUR RECORDS