



TOWN OF GREENWICH

2 ACADEMY STREET
GREENWICH, NY 12834
518-692-7611

FACILITY USE REQUEST FORM

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

Facility Requested: _____

Name of Organization or Individual: _____

Time: _____ to _____

Person in Charge: _____ Phone Number: _____

Mailing address: _____

Email address: _____

INTENDED USE OF MUNICIPAL FACILITY

Purpose of Use: _____

Estimated Total Participants Expected: _____ Adults: _____ Children: _____

Is Material or Equipment Required from Municipality: Yes No

If needed, state what types and for what purpose: _____

Is an admission fee charged? Yes No

If so, what will the proceeds be used for? _____

REGULATIONS

1. Intoxicants shall not be brought onto any municipal property or into any municipal facility without obtaining a one-day permit from the NYS Liquor Authority. Link: <https://sla.ny.gov/permits-available-online>
2. No smoking on any municipal property or in any municipal facility.
3. The person signing this form must be present at the event.
4. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited.

5. Permission to use Town of Greenwich facilities does not mean Town of Greenwich sponsorship. The person signing this form, whether on behalf of himself/herself or an organization, business, group, etc. assumes personal liability for breakage, destruction or removal of Town property by any person attending the event, and is responsible for the conduct of participants at the event.
6. All rooms, facilities and/or equipment shall be left in good condition. Should the facility not be left in good condition, the person signing this form may be assessed with additional charges and will not be allowed to use Town of Greenwich facilities in the future.
7. Damage to, or littering of, Town of Greenwich property will result in revocation of permit.
8. Reservations to use a Town of Greenwich facility are accepted on a first come, first served basis. Reservations are not guaranteed. The Town of Greenwich reserves the right to cancel any reservation if needed.
9. The Town of Greenwich will not be responsible for any actual or consequential damages caused by the cancellation of the reservation by either party.
10. The person signing this form acknowledges that failure to obtain the required insurance on behalf of the Town of Greenwich constitutes a material breach of contract and subjects said person to liability for damages, indemnification and all other legal remedies available to the Town of Greenwich. The failure of the Town of Greenwich to object to the contents of the policy of insurance or the certificate of insurance, or the applicant's failure to file a policy of insurance or a certificate of insurance shall not be deemed a waiver of the insurance requirement or any and all rights held by the Town of Greenwich.
11. The person signing this form agrees to indemnify the Town of Greenwich for any applicable insurance deductibles.
12. Any organization with youth less than 18 years of age requires the presence of adequate adult supervision at all times.

INSURANCE

Attach the appropriate insurance documentation to this form.

Your request will not be processed unless you attach the required insurance documentation to this form. The Town of Greenwich Board reserves the right to consult with and obtain approval from the Town Attorney's Office regarding insurance coverage before granting a Facility Use Request.

- A. **INDIVIDUALS:** If you are an individual applicant, you must submit a copy of your homeowner, condo or tenant's policy showing a minimum of \$300,000 liability coverage. You may satisfy this requirement by submitting the face page of your homeowner, condo or tenant's policy. If you provide a certificate of insurance for other than a homeowner, condo or tenant's policy, the insurance must meet the requirements for Leagues, Organizations, Groups and/or Businesses, as set forth below.
- B. **LEAGUES, ORGANIZATIONS, GROUPS AND/OR BUSINESSES:** If you are making the request on behalf of a league, organization, group and/or business, including a not-for-profit corporation, you must provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the "Town of Greenwich 2 Academy Street Greenwich, NY 12834" as a Certificate Holder *and* an Additional Insured. The date(s) and location of the event must also be set forth on the insurance certificate.

AGREEMENT

I, the undersigned, acknowledge that I am over 21 years of age and that I read and fully understand the above requirements and information about the use of the Town of Greenwich facility. I agree, on behalf of myself and any organization, business, group, or other entity named above, to abide by the requirements and regulations of the Town of Greenwich and to defend, indemnify and hold the Town of Greenwich, its officers, agents, employees and volunteers harmless from and against any and all loss, claims, suits, damages, and/or liabilities, including reasonable attorney's fees, arising out of the approval of my request to use the facility, or the actual use of the facility. I further agree, on behalf of myself and any organization, business, group, or other entity named above, that all claims against the Town of Greenwich for any damage or injury arising out of the use of the facility are hereby waived and released. I further agree, on behalf of myself and any organization, business, group, or other entity named above, to abide by all State and Federal laws, the Town Code of the Town of Greenwich, and any Rules and Regulations pertaining to the use of certain Town of Greenwich facilities.

Printed Name of Organization's Representative

Date

Signature of Organization's Representative

Telephone Number

FOR TOWN USE ONLY

DEPARTMENT ACTION: ☐ APPROVED ☐ DENIED

I, _____, Supervisor OR Deputy Supervisor of the Town of Greenwich, do hereby give approval for
_____ to use the _____ on the dates stated above.

Signature

Date

COMMENTS: _____

