

FACILITY USE REQUEST

VILLAGE OF WATERVILLE

122 S. Stafford Ave.

Waterville, NY 13480

Date: _____
Month Day Year

Name: _____
First MI Last

Address: _____
House # Street Village Zip

Home Phone: _____ - _____ - _____

Business Phone: _____ - _____ - _____

Date of Activity: _____
Month Day Year

Hours: _____ to _____

Facility: Barton Community Room Conference Room Firehouse
 Park Other: _____

Describe Intended Use/Type of Activity:

Number of People Expected to Attend: _____

Name of Organization: _____

Person In Charge: _____

Phone: _____ - _____ - _____

Name of Insurance Company: _____

Policy Number: _____

Agent's Name: _____

Agent's Phone: _____ - _____ - _____

OVER ►►

By signing this application, I agree to the following:

1. The organization is a local community-based service group or a business sponsoring a program open to the general public.
2. Have the authority to represent organization/business making request.
3. Provide the Village Clerk with a written Certificate of Insurance with this application, minimum liability coverage of \$1,000,000, naming the Village of Waterville as additional insured and certificate holder. If a group does not have the required insurance, the Village Board may approve the request on a case by case basis.
4. Obtain building key(s) from Village Clerk and return them the day after the activity.
5. Provide custodial services by completely cleaning up after the activity, including kitchen, lobby, restrooms, etc. Place all garbage and debris in receptacles located in the kitchen and lobby. Sweep floor clean and mop any spills. If dishwasher is used, empty afterwards.
6. Return unused cleaning supplies to janitors closet.
7. Shut off all lights including restrooms upon leaving the building.
8. Lock east and west side entrances.
9. Smoking and/or consumption of alcoholic beverages are strictly prohibited.
10. Accept responsibility for repair of any damages occurring as a result of the activity.
11. Provide adequate adult supervision for any activity involving youth.
12. Adhere to posted room capacity, per fire codes.
13. The Village Board reserves the right to approve or reject facility use requests.

Signature of Applicant

Proof of Insurance has been received: Yes No

Approved by: _____
Village Clerk

Date