

FACILITY USE REQUEST

VILLAGE OF WATERVILLE

122 Barton Ave.

Waterville, N.Y. 13480

Name of Organization: _____

Name of Person in Charge: _____

Phone #: _____

Address: _____

Requested Facility:

Barton Community Room

Conference Room

Firehouse

Park

Other: _____

Requested Date(s) of Activity: _____

Requested Hours: _____

Expected Number of People: _____

Describe Intended Use/Type of Activity:

Name of Insurance Co.: _____

Policy Number: _____

Agent's Name: _____

Agent's Phone #: _____

By signing this application, I agree to all the terms listed on page 2 of this form.

Signature of Applicant

Date: _____

Proof of Insurance Received: Yes No

Approved By: _____
Village Clerk

Date: _____

Terms of Use:

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 the organization/business making the request.
3. Provide the Village Clerk with a written Certificate of Insurance with this application. Certificate of Insurance will name the Village of Waterville as additional insured and certificate holder, and will have a minimum liability coverage of \$1,000,000.
4. Smoking and/or consumption of alcoholic beverages are strictly prohibited on all Village owned properties.
5. Obtain a building key card from the Village Clerk and return the card to the Village Clerk's Office or drop off in the outside drop box the day after the activity.
6. Provide custodial services by completely cleaning and sanitizing after the activity, including kitchen, lobby, restrooms, tables, etc. Place all garbage and debris in receptacles located in the kitchen and lobby. Sweep floor and mop any spills. If dishwasher is used, empty afterwards.
7. Shut off all lights including restrooms upon leaving the building
8. Lock east and west side entrances.
9. Accept responsibility for repair of any damages that occur during activity.
10. Provide adequate adult supervision for any activity involving youth.
11. Adhere to posted room capacity per fire codes.
12. The Village Board reserves the right to approve or reject any facility use requests.