

**FACILITY USE REQUIREMENTS AND APPLICATION**

**Town of Covert Municipal Building**

**8469 South Main Street, Interlaken, NY**

NAME OF APPLICANT/ORGANIZATION \_\_\_\_\_

CONTACT PERSON (IF ORGANIZATION) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ CELL \_\_\_\_\_ BUSINESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

ALTERNATE CONTACT PERSON \_\_\_\_\_

PHONE: HOME \_\_\_\_\_ CELL \_\_\_\_\_ BUSINESS \_\_\_\_\_

NAME OF ACTIVITY \_\_\_\_\_

DESCRIPTION OF EVENT \_\_\_\_\_

DATE(S) OF PROPOSED EVENT \_\_\_\_\_

HOURS OF OPERATION (INCLUDE SET-UP AND DISMANTLING TIMES) \_\_\_\_\_

NUMBER OF STAFF/VOLUNTEERS INVOLVED \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

WILL PARTICIPANTS/ATTENDEES PAY A FEE OR MAKE DONATION? YES NO (please circle) If

ANSWERED YES ABOVE, WHERE WILL PROFITS BE DIRECTED?

FURTHER REQUESTS NOT COVERED BY ANY OF ABOVE \_\_\_\_\_

**HOLD HARMLESS AGREEMENT:**

The applicant agrees to defend, indemnify, and hold the Town of Covert, its officials, employees, agents and authorized volunteers, while acting within the scopes of their duties, harmless from any and all claims, suits, demands and judgments including attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, his employees or otherwise, except for the sole negligence of the Town. The applicant further agrees to comply with all provisions of pertinent laws, rules and regulations and understands that this permit may be revoked at any time for just cause

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Applicant or Organization Agent

\_\_\_\_\_

## **REQUIREMENTS FOR THE USE OF THE TOWN OF COVERT MUNICIPAL BUILDING**

1. Organizations or private individual wishing to use the municipal building shall first apply to the Town Of Covert Town Board on the prescribed form, at least 45 days prior to the proposed use of the building. The Covert Town Board shall have sole discretion to grant or deny any such application.
2. Alcohol is not permitted on the Town of Covert property.
3. Smoking, or any other use of tobacco, is not permitted in the Municipal Building.
4. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating the prohibition will be ejected from the premises.
5. Any damage to the Municipal Building shall be promptly repaired at the user's expense. NO EXCEPTIONS. If maintenance personnel are not available, make sure all doors are locked, lights are turned out and heat is turned down or the air conditioners are turned off before leaving.
6. All users of the Municipal Building must clean up after their use is complete.
7. Permits may be revoked at any time.
8. Adult supervision of minors is required at all times.
9. The fee for the use of the Municipal Building will be set each year by the Covert Town Board at their organizational meeting and shall be due one week prior to the use of the building.

## **INSURANCE REQUIREMENTS/INFORMATION:**

The following insurance shall be required in connection with the issuance of a special event permit not protected under the First and Fourteenth Amendments of the Constitution:

- \$1,000,000.00 commercial general liability insurance per occurrence combined single limit bodily injury and property damage; \$2,000,000 aggregate;
- The insurance policy shall name the Town of Covert, its officials, employees, agents and authorized volunteers as additional insured;
- Prior to permit issuance, the Town Clerk is authorized and directed to require written proof of such insurance and said proof shall be provided not less than thirty (30) days prior to event.