

Gregory H. Post, Supervisor
Daniel G. Underhill, Deputy Supervisor
Patti Michalak, Councilwoman
Sharon White, Councilwoman
Chad Zambito, Councilman



Teresa M. Morasco, Town Clerk
Thomas Lichtenthal, Highway. Supt.
Michael Cleveland, Town Justice
Thomas Williams, Town Justice

3833 West Main Street Road Batavia, New York 14020-9402
Phone: (585) 343-1729 Fax: (585) 343-8461 TDD: 1-800-662-1220 www.townofbatavia.com

FACILITY USE APPLICATION

Date: _____

Organization: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Activity: _____ # of People: _____

Date Requested: _____ Time: _____ - _____

Room Requested: Town Hall Meeting Room Town Hall Conference Room

A Certificate of Insurance listing the Town of Batavia as additional insured for the use of the facility is to be submitted to the Town Clerk's Office, 3833 West Main Street Road, Batavia, New York, 14020.

Payment, Application & Certificate of Liability Insurance must be received prior to facility use request can be reserved. Reservations are limited to 60 days in advance.

By signing below, the applicant represents and warrants:

- 1.) He/she is authorized to act on behalf of the named organization
- 2.) He/she has received a copy of the Local Law No. 4 of 2017 - Facility Use Policy, along with the Summary of Facility Use Rules and Regulations dated August 16, 2017 and thereby understands the rules and regulations contained therein, and
- 3.) He/she hereby agrees to all provisions of the policy and rules and regulations without exception, on behalf of the named organization.

Name of Organization Date Signature of Organization's Representative

Address Telephone Number

This institution is an equal opportunity provider, and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found on-line at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-0992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

HOLD HARMLESS 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 agrees to be responsible to the municipality for the use and care of the facilities. He/she on behalf of the above- named organization, does hereby covenant and agree to defend, indemnify and hold harmless the **Town of Batavia** 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 **Town of Batavia's** property, facilities and or services by such organization.

Signature of Person in Charge

Official Use Only:

Town Clerk's Office

Payment of \$_____ was received in the Town Clerk's Office on _____

Signature of Clerk/Office Representative

APPROVED/DISAPPROVED Date: _____

Deposit received back by applicant/applicant representative:

Signature

Date

SUMMARY OF FACILITY USE RULES AND REGULATIONS

The use of the Town Facilities shall be subject to the sole discretion of the Town of Batavia, pursuant to the following Rules & Regulations:

1. Organizations wishing to use the Town of Batavia Facility must first apply to the Town Clerk's Office on the prescribed Application not more than sixty days in advance of the time of the reservation requested.
2. Each application for a Permit shall be accompanied by a REFUNDABLE deposit fee of \$100.00. The Town reserves the right to bring legal proceedings against any person or organization for recovery of the damages caused by use of the Building.
3. The conduct of the group/individuals and cleanliness of the facilities are the responsibility of the person signing the Permit Application and/or the organization represented.
4. Parking is permitted in parking lot. No driving or parking anywhere else upon the facilities is permitted.
5. The Town and Users shall keep all exits clear at all times and the authorized maximum occupancy posted shall be strictly observed. All Users shall inform participants of the location of exits and emergency response equipment.
6. In the event of a Town Emergency, the Town may close any portion of the facility to the public, to vehicles or designated persons.
7. No alcoholic beverages are allowed.
8. No smoking allowed in the building at any time
9. No pets or animals are allowed.
10. No person shall leave behind, dump, drop, throw or scatter any materials of any kind within the building facilities; all garbage and trash generated user shall not be left behind.
11. The Town requires a Certificate of Insurance naming the Town of Batavia as additional insured in an amount and form acceptable to the Town.
12. In case of medical emergency, contact 911
13. In case of an emergency relating to the use of the facility, contact Tom Lichtenthal, 356-7153 or Teresa Morasco, 356-7867.