

**APPLICATION FOR USE OF ROUSES POINT
RECREATIONAL FACILITY and OTHER VILLAGE PROPERTIES**

1. **ORGANIZATION:** _____

NAME: _____

PERSON FILING: _____

ADDRESS: _____

HOME PHONE: _____ **WORK PHONE:** _____ **E-MAIL :** _____

2. **Type of Person or Organization. I am:**

An individual.

The representative of a group of persons who are not incorporated or part of a separate legal entity.

The representative of a not for profit corporation.

The representative of a government entity.

The representative of a for profit legal entity such as a business corporation, partnership or limited liability company.

3. **I wish to use the following Village facility:**

Village Meeting Room (Halstead Hall)

Village Civic Center Grounds (Athletic Field, Basketball Court, Tennis Court)

Village Civic Center Building

Village Civic Center Parking Lot

Village Civic Center Stage

Other _____

4. **I wish to use the facility for the following purpose:**

Meeting

Musical Performance

Sale of goods or services

Athletic Competition

Parade or Demonstration

Private Ceremony or Reception

Birthday Party

Other: _____

5. **I wish to use the facility on the following date (s):**

6. **I wish to use the facility during the following hours:**

From: _____ am/pm to _____ am/pm

From: _____ am/pm to _____ am/pm

7. **The event will be:**
 Open to the Public
 Private
 Admission will be charged
8. **I expect the maximum number of persons that will be present at any one time at the facility is:**
 Less than 50
 Between 50 – 100
 Over 100
 If Over 100 _____ persons will be present
9. **Alcoholic Beverages:**
 Alcoholic Beverages will not be served.
 Alcoholic Beverages will be served by a licensed and insured caterer. The caterer must provide a Certificate of Insurance naming the Village of Rouses Point as an additional insured/loss payee.
10. **I will require the following Utilities:**
 Electric
 Water
 Sewer
 None of the above
11. **I will require EMS Services**
 yes
 no
- If so, EMS will be required ½ hour prior to the event and ½ hour after the event is complete.
12. **Will local law enforcement be required during the event? If so, where? Please describe (include time and location):** _____

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 _____ (Name of the Organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village of Rouses Point from and against any and all liability, loss, damages, claims or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with actual or proposed use of the Village of Rouses Point's property, facilities and/or services by _____ (Name of Organization).

BY SIGNING THIS APPLICATION, I AGREE PERSONALLY AND ON BEHALF OF THE ORGANIZATION I REPRESENT, THAT IF THE APPLICATION IS APPROVED I HEREBY AGREE TO THE FOLLOWING:

- Provide insurance certificate to the Village of Rouses Point Clerk at least three (3) business days before the event

- When required, users must provide the following insurance prior to using facilities. **FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF OUR PERMIT:**

Commercial Users:

- A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.
- B. The policy naming the municipality as an additional insured shall:
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 - If required, provide waivers of liability from all persons engaged in athletic activities or any activity the Village of Rouses Point deems has a risk for injury
 - Assume all liability for loss or damage to the real property and any personal property owned, used or stored at the event facility
 - Instruct all participants and spectators to not park on any grassy areas and to park in designated parking areas only.
 - Leave the event facility in the same condition in which I found it and remove all trash from the facility premises.
 - Pay any application or user fee in advance of the event
 - Abide by any and all rules and regulations for use of the facility

DATED: _____

Applicant Name: _____

Applicant Title: _____

**FOR THE VILLAGE OF ROUSES POINT SPONSORED
EVENTS**

Responsible Village Officer or Employee

APPROVAL /DISAPPROVAL OF FACILITY USE APPLICATION

The foregoing application is approved, subject to the following conditions:

Proof of status as a Legal Entity

General Liability Insurance naming the Village of Rouses Point as an additional insured/loss payee.

Liquor Liability Insurance naming the Village of Rouses Point as an additional insured/loss payee.

The application is approved.

The foregoing application is not approved

The insurance requirement is waived

The persons or organization is a volunteer in a Village of Rouses Point sponsored event, therefore, no insurance or fees apply

Notification of Code Enforcement Officer

Advanced Payment of Use Fee in the amount of: _____

DATED: _____

By: _____
Authorized Department Head

DATED: _____

By: _____
Administrator of the Village of Rouses Point

DATED: _____

By: _____
Code Enforcement Officer