



PO Box 447 8 E. Main Street Fonda NY 12068  
Voice (518) 853-4335 FAX (518) 853-4555

PLEASE COMPLETE AND RETURN FOR REVIEW AT LEAST 10 DAYS PRIOR TO EVENT DATE  
Updated: April 13, 2015: Stand Alone Fund Raising Efforts will require payment of a \$50.00 Facilities Use Fee

### Application for Use of Community Facilities Document

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

#### Information About You and Your Group

Name of Group: \_\_\_\_\_ Contact Person \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_. Your supervisor in charge: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

#### Information about your intended use of Village of Fonda Facilities

Purpose of Use: \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Is material or equipment required from Village? Yes  No

If needed, state what types and for what purpose:

Residents (Number): \_\_\_\_\_ Non-Residents (Number): \_\_\_\_\_

Is an admission fee charged? Yes  No

If so, what will proceeds be used for? \_\_\_\_\_

#### 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 \_\_\_\_\_ (organization name) does hereby covenant and agree to defend, indemnify and hold harmless the Village of Fonda 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 Village of Fonda's property, facilities.

This is to certify that I have received, read and understand the Use of Facilities Application of the Village of Fonda and agree to adhere to all provisions of said code.

Signature of Representative \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number: \_\_\_\_\_



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**FOR OFFICE USE ONLY**

Date Rec'd: \_\_\_\_\_ Fee payment info: Amount \_\_\_\_\_, bycash, check money order or other

Insurance documentation met: Yes  No  Commercial=1M/2M aggregate, Private= 100K liability  
Commercial:  Private:

Additional Insured Status confirmed: Yes  No

Material or equipment required from Village: Yes  No

List of items above: \_\_\_\_\_

Items returned: Yes  No  on this date \_\_\_\_\_ by \_\_\_\_\_

**Administrative Review**

Approved

Rejected

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*  
(to be given to applicant)

Permit # \_\_\_\_\_

Permission is hereby issued to

\_\_\_\_\_ for a period of \_\_\_\_\_, an application having been duly filed in the  
specify length of time  
Office of the Village Clerk pursuant to Village of Fonda Code, Chapter 98, Section 3.

Date issued: \_\_\_\_\_ Expiration date: \_\_\_/\_\_\_/ 20\_\_\_ at 12:00 am

\_\_\_\_\_  
Village Clerk

(Corp. Seal)



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**READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:  
VILLAGE OF FONDA  
PO BOX 447 8 E. MAIN STREET  
ATTN: MAYOR  
FACILITIES USE REQUIREMENTS**

The use of all Village facilities shall be subject to the approval and rules of the Village Board of Trustees.

1. Organization members wishing to use facilities shall first apply to the Village Board of Trustees on the prescribed form. The Mayor or his/her designee has final authority on approval.
2. In the event of inclement weather, the Mayor or his designee has the final authority on whether facilities are usable.
3. Intoxicants shall not be brought onto village facilities at any time.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited and those violating this prohibition will be ejected from the premises.
6. Any damage to village facilities shall be promptly repaired at the user's expense.  
**NO EXCEPTIONS.**
7. The organization member making the application for facility use is hereby deemed responsible for clean up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth less than 18 years old requires the presence of adequate supervision at all times.
10. **The fee for use is \$50.00, payable before use begins.**
11. A phone is available for emergency 911 use only at the Village Hall.
12. **FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:**

**Commercial Users:**

- A. The user hereby agrees to effectuate the naming of the municipality as an unrestricted addition insured on the user's policy.
- B. The policy naming the Village of Fonda as an additional insured shall:
  1. be an insurance policy from an A.M. Best rated "secured" New York state licensed insurer;
  2. contain a 30 day notice of cancellation;
  3. state that the organization's coverage shall be primary coverage for the Village, its Board, employees and volunteers; and
  4. **additional insured status shall be provided with ISO endorsement CG2026 or its equivalent**
- C. The user agreed to indemnify the Village for any applicable deductibles.
- D. **Enclose a copy of the endorsement providing additional insured status.**
- E. Required Insurance:  
Commercial General Liability Insurance: \$1,000,000 per occurrence/\$2,000,000 aggregate.



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Individuals:Required Insurance:

Homeowners Insurance: Section Two-Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

**F. User acknowledges that failure to obtain such insurance on behalf of the Village constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Village. The user is to provide the Village with a certificate of insurance, evidencing the above requirements have been met. The failure of the Village to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Village.**

13. In the event of an accident, please notify the Village Office as soon as possible.