

Village of Fonda

8 E. Main Street, PO Box 447 Fonda, NY 12068

Telephone: +1 518.853.4335 Fax: +1 518.853.4555

Web: www.villageoffonda.ny.gov Email: villageclerk@villageoffonda.ny.gov



VILLAGE OF FONDA FACILITY USAGE APPLICATION

Today's Date: _____

Date(s) & Time(s) Requested: _____

Facility Requested: _____

Room/Area: _____

APPLICANT INFORMATION

Name of Organization or Individual:

Supervisor in Charge:

Mailing Address:

Phone (Day): _____ Phone (Night): _____

Email: _____

Type of Applicant: For-Profit Non-Profit Organization Government Private Function

EVENT INFORMATION

Purpose of Use:

Total Participants Expected: _____Adults: _____Children: _____

Will equipment be required? Yes No
(If yes, please specify equipment and purpose):

Will an admission fee be charged? Yes No

Will refreshments or prepared food be served? Yes No
(If yes, please describe):

INSURANCE REQUIREMENTS

All applicants must provide a **Certificate of Insurance (COI)** meeting the following requirements at least **two weeks before** the scheduled event:

- Commercial General Liability Insurance: \$1,000,000 per occurrence / \$2,000,000 aggregate.
 - **Additional Insured:** The **Village of Fonda** must be listed as an additional insured using endorsement **CG 2026** or equivalent.
 - **Policy Coverage:** The policy must be **primary and non-contributory** for the Village of Fonda, its officials, employees, and volunteers.
 - **Workers' Compensation & Disability Insurance:** If applicable, proof must be provided using **NYS Workers' Compensation Forms C-105.2 or U-26.3** and **Disability Benefits Forms DB-120.1 or DB-155**.
 - **Vendors:** Any vendors used for any purpose by the applicant must carry the same insurance amounts and provide a **Certificate of Insurance** naming the Village of Fonda as an additional insured.

APPLICANT ACKNOWLEDGEMENT:

I, the undersigned, acknowledge that I have read and understood the terms and conditions of this Facility Usage Application, the Village of Fonda Facility Usage Policy (Attachment A), and agree to abide by all regulations the Village of Fonda sets forth.

Applicant Signature: _____

Printed Name: _____

Date: _____

FACILITY USAGE APPROVAL CHECKLIST

For the Applicant:

- Submit the completed **Facility Usage Application** with all required details.
- Provide a **Certificate of Insurance (COI)** meeting the required coverage limits.
- Ensure the **Village of Fonda is listed as an additional insured** on the COI.
- Verify that all **vendors** used for the event provide a COI with matching requirements.
- Submit **Workers' Compensation & Disability Insurance Forms**, if applicable.
- Agree to and sign the **Hold Harmless Agreement**.
- Review the **Village of Fonda Facility Use Policies online, Attachment A**.
- Confirm compliance with **all federal, state, and local laws**.
- Submit all required documents **at least two weeks before** the event.
- Pay any **applicable fees or deposits** required by the Village.
- Ensure event logistics (setup, cleanup, security) are planned accordingly.
- Await **official approval notification** from the Village.

All required documentation must be submitted no later than **two weeks before the rental date**. Failure to comply or cancellation will result in the **full rental fee being charged to the applicant**.



HOLD HARMLESS AGREEMENT

The undersigned agrees to indemnify, defend, and hold harmless the **Village of Fonda**, its officers, employees, and volunteers from and against any and all liability, loss, damage, claims, or actions (including legal fees and costs) arising out of the actual or proposed use of Village facilities by the applicant, to the extent permitted by law.

Signature: _____

Printed Name: _____

Title/Organization (if applicable): _____

Date: _____

TERMS AND CONDITIONS

1. **Facility use is subject to approval** by the Village of Fonda and must comply with all municipal regulations and ordinances.
 2. **The applicant is responsible** for ensuring that the facility is left in the same condition as it was received.
 3. **Alcoholic beverages, smoking, and illegal substances** are strictly prohibited on Village property.
 4. The Village reserves the right to **deny, cancel, or revoke** facility usage for failure to comply with these terms.
 5. Any damages incurred during use will be the applicant's **financial responsibility**.
 6. **All applicants and vendors of the applicant must follow all federal, state, and local laws.**
 7. The **Village of Fonda's facility use policies must be followed**. The applicant acknowledges these rules and agrees to abide by them.
 8. Use of **electrical or other utilities** is subject to fees in the schedule of fees provided with the application.
 9. **Facility Use Fees** are established by the Board of Trustees annually and are subject to change at any time.
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FOR VILLAGE USE ONLY

- Review** the submitted Facility Usage Application for completeness.
- Verify** Certificate of Insurance (COI) meets all requirements.
- Ensure** Village of Fonda is listed as an additional insured.
- Confirm** Vendors have submitted COIs with required coverage.
- Check** Workers' Compensation & Disability Insurance compliance.
- Confirm** that the Hold Harmless Agreement is signed and on file.
- Ensure** the applicant has reviewed and agreed to Facility Use Policies.
- Validate** compliance with all relevant laws and regulations.
- Confirm** receipt of all required documents **two weeks before** the event.
- Process** any applicable fees or deposits received.
- Evaluate** event logistics for approval (security, cleanup, crowd management).
- Issue official approval or denial notification** to the applicant.
- File** all application materials for records and future reference.

Approved Denied

Authorized Signature: _____

Print Name: _____

Date: _____

Notes:
