

**TOWN OF NORTH GREENBUSH  
APPLICATION FOR USE OF  
FACILITIES  
AT MAIN AVENUE MUNICIPAL  
BUILDING AND WILLIAMS ROAD**

<b><u>OFFICE USE ONLY</u></b>	<b><u>AMOUNT</u></b>	<b><u>CASH, CHECK, OR CARD</u></b>	<b><u>DATE</u></b>
<b>ROOM FEE</b>			
<b>SECURITY DEPOSIT</b>			
		<b><i>Approval of Refund</i></b>	
		<b>Initial</b>	<b>Date</b>

Date(s) Applied For \_\_\_\_\_  
 Expected Start Time \_\_\_\_\_  
 Finish Time \_\_\_\_\_  
 Approximate Number of People \_\_\_\_\_  
 Type of \_\_\_\_\_  
 Activity/Event \_\_\_\_\_  
 Name of Organization \_\_\_\_\_  
 Responsible Person in Charge during use of \_\_\_\_\_  
 Facility \_\_\_\_\_  
 Address \_\_\_\_\_  
 Tel. No. \_\_\_\_\_ Email \_\_\_\_\_

All Rentals for 4-Hour Period

**Areas to be Rented:**

- |  |   |
|--|---|
| <input type="checkbox"/> <del>Gymnasium*</del>       | <input type="checkbox"/> <del>Softball Field</del>  |
| <input type="checkbox"/> Annex*                      | <input type="checkbox"/> <del>Outside Grounds</del> |
| <input type="checkbox"/> <del>Basketball Court</del> |   |
| <input type="checkbox"/> Other, Specify _____        |   |

Rental Period	Fee	Security Deposit	Total
Weekday	\$100	+\$50	\$150
Weekend	\$200	+\$100	\$300

**PLEASE NOTE:**

All indoor rentals will need to pick up a key from the Town Clerk's Office prior to your event. This will require an additional \$50 Key Deposit that must be paid via cash, check, or card **SEPARATELY** from your rental fee. This key must be returned the following business day.

Are there any special arrangements (equipment, tables, chairs etc.) needed? Yes \_\_\_\_ No \_\_\_\_  
 If yes, please describe \_\_\_\_\_

Indoor Facilities Notated with an Asterisk (\*)  
 Facilities with ~~strikethrough~~ currently unavailable

## RULES & REGULATIONS:

- 1) **INSURANCE CERTIFICATE MUST BE PROVIDED.** Yes, The Certificate of Insurance shall name the Town of North Greenbush as additional insured. All Permit Holders must attach a Certificate of Insurance, naming the Town of North Greenbush as the certificate holder and additional insured for at least \$1,000,000.00 per occurrence limits/\$2,000,000 aggregate limits when filing for use of a building. Said insurance shall include a primary and non-contributory clause and a waiver of subrogation clause. The insurance certificate must cover all dates requested by Permit Holder. Insurance carriers must carry an A.M. Best rating of no less than A-VII.
- 2) **WAIVER OF LIABILITY:** Liability and responsibility for injury and property damage lies with the requiring Permit Holder. The Permit Holder acknowledges and agrees to indemnify and hold harmless the Town of North Greenbush, and/or any of its employees, officials, agents and representatives, from any and all claims, actions, proceedings, losses, costs, damages and expenses (including reasonable attorneys' fees and disbursements) that may arise through negligence or otherwise, or that may be made from damage, loss, injury or death resulting to the property of the Town of North Greenbush, its employees or their property, or to other persons or property, resulting, from such use of Town facilities, directly or indirectly. **The Permit Holder agrees to accept responsibility for any injury or damage that occurs as a consequence of using the Town Hall Annex, Town Hall Gym and / or Town Hall ballfields and/or property. The Permit Holder hold the Town of North Greenbush harmless from any action brought against the Town associated with using Town property & facilities.**
- 3) **CLEANUP/DAMAGES/ DEPOSIT REFUND:** You are responsible for cleanup of entire area that is rented. Dumpster in back parking lot MUST be used for the trash that your organization generates. DO NOT USE SMALL GARBAGE BINS/CANS throughout the facility, inside and out. If the area is not cleaned and is found to be in need of cleanup by staff, deposit will be retained. If anything is damaged (including damages from removing decorations), the organization/person in charge will be responsible for replacing the damaged item(s) and if failure to replace, deposit money will be kept toward cost of replacement. The deposit shall not constitute the total amount of damages for which the Permit Holder is responsible. The Permit Holder will pay the reasonable cost of all repairs caused by or necessitated by the use in excess of the deposit upon notice or demand by the Town. Deposit money is available for return if conditions are satisfied within 3 business days of the event.
- 4) **RESERVATIONS FIRST COME FIRST SERVE:** Payment secures your time/date.

Applications & check made payable to "TOWN OF NORTH GREENBUSH" should be sent to:

Supervisor's Office  
Town of North Greenbush  
2 Douglas St., Wynantskill, NY 12198  
Telephone - 518-283-5313 ext.5; ext. 10 or  
Email: supervisorsoffice@townofng.com

The Permit Holder accepts responsibility to pay the agreed fee (if required), see that building regulations are followed, and be responsible for any damage caused by its use.

## 5) GENERAL RULES AND REGULATIONS.

- a) Permit Holder and its use of the Town facilities must comply with Federal, state and local laws prohibiting harassment and discrimination.
- b) The use, consumption, or possession of alcohol (except as permitted by Alcohol Permit), tobacco products, and illegal drugs by Permit Holder and its guests is expressly prohibited. The Permit Holder will ensure that Permit Holder, its guests, or any spectators at the facility are aware of and will abide by this prohibition.
- c) The Permit Holder shall be subject to a \$75 cancellation fee for all reservations up to two weeks before the scheduled event. There are NO refunds for events cancelled less than two weeks prior to the event.

Name of Organization \_\_\_\_\_ Date of application \_\_\_\_\_  
Print Name of Responsible Person \_\_\_\_\_ Title \_\_\_\_\_  
Signature of Responsible Person \_\_\_\_\_  
Approved by Town Official \_\_\_\_\_