

**USE OF FACILITIES FORM - Inc. Village of Old Field**

Guidelines for submission of application are as follows:

1. Review the enclosed Inc. Village of Old Field Municipality Policy on Use of Village Facilities.
2. Review the Insurance Requirements for using Municipal Facilities, and forward to your insurance carrier for issuance of required certificate. NOTE: The Municipal Board reserves the right to require alternative liability limits when applicable.
3. Complete Application – do not leave any blanks.
4. Any vendors hired must comply with the insurance requirements of the Village for Independent Contractors/Vendors of the residents/groups that are using Village facilities.

Today's Date: \_\_\_\_\_

Date(s) & Times Requested: \_\_\_\_\_

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

Name of Organization: \_\_\_\_\_

If not an organization, name of Individual: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Will Admission be charged? \_\_\_\_\_

Will Food be served? \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Group Size: \_\_\_\_\_

Will outside vendors be hired? If yes, describe: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Special Request: \_\_\_\_\_

The undersigned, an officer of the Organization requesting use of the Inc. Village of Old Field's facilities, or the individual requesting use of the Inc. Village of Old Field's facilities, guarantees observance of all regulations governing use of facilities of the Inc. Village of Old Field, payment of any charges incurred and states that the organization agrees to indemnify and save harmless the Inc. Village of Old Field and the Municipal Board, employees and volunteers against any and all claims for damages or injury to persons or property that may be occasioned by, or arise from, the use of such facilities.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Administrator's Approval \_\_\_\_\_

A copy of the application will be returned to you when your date is confirmed. This will become your Use Permit. No one will be allowed to use municipal facilities without the Application, a copy of the Insurance Certificate, and the fee returned to the Municipality.

**Insurance Requirements for Use of Facilities**

To use the facilities must comply with the Inc. Village of Old Field Use of Facility Standards. It is suggested that the organization maintain at a minimum the following, giving evidence of same to the Inc. Village of Old Field in the **form of a Certificate of Insurance, copy of the General Liability Declarations Page and copy of the Additional Insured Endorsement and provide 30 days’ notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an AM Best rating of at least A- IX. **Workers Compensation and NYS Disability is required for any organization that have employees that will be working on the premises.**

**I. COMMERCIAL GENERAL LIABILITY**

Coverage	Occurrence - 1988 ISO or equivalent	
Limits	General Aggregate	\$2,000,000
	Products-Comp/Ops Aggregate	\$1,000,000
	Personal & Advertising. Injury	\$1,000,000
	Each Occurrence	\$1,000,000
	Fire Damage (Any one Fire)	\$ 100,000
	Medical Exp. (Any one Person)	\$ 5,000
Additional Insured	Inc. Village of Old Field and all appointed and elected officials, Employees and volunteers using ISO form CG2026 or equivalent	
	Unacceptable Exclusions Athletic Participants and Sexual Abuse & Molestation	
Mandatory:	Contractual Liability to extend to Hold Harmless; If Alcohol is being served, evidence of Host Liquor Liability is required. If alcohol is being sold, evidence of Liquor Law Legal Liability is required.	

**II. UMBRELLA LIABILITY - Recommended**

Coverage	Umbrella Form or Excess following form of primary General Liability and Automobile Liability	
Suggested Limit	\$2,000,000	
Additional Insured	Inc. Village of Old Field and all appointed and elected officials, employees and volunteers	

**III. WORKERS COMPENSATION AND NYS DISABILITY**

Statutory coverage is required if the Organization has employees that will be working on the premises.

**\* The Municipal Board reserves the right to require alternative liability limits when applicable.**