

TOWN OF STANFORD MUNICIPAL FACILITIES REQUIREMENTS

Please read the requirements, fill out the application and return to:

Town of Stanford Town Clerk
26 Town Hall Road
Stanfordville, NY 12581

ATTENTION: _____

Town of Stanford, NY Facility use Requirements

The use of all Recreational, Parks facilities shall be subject to the approval and rules of the Recreation Commission administered by the Chair of the Recreation Commission. The use of Town Hall and any other municipal building facility shall be subject to the approval and rules of the Town Board. (The Commission Chair and the Town Board shall be referred to as the Authority)

1. Organizations wishing to use municipal facilities shall first apply to the Authority on the prescribed form. The Authority has final authority on approval.
2. In the event of inclement weather, the Authority or designee has the final authority on whether facilities are useable.
3. Intoxicants shall not be brought onto the municipal 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 municipal facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean-up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is \$_____ payable before use begins.
11. A public telephone is located in the Town Clerk's office. The emergency telephone number for police is 911 and fire is 911. The appropriate authority must be contacted in the event of an emergency.
12. Users may be asked to provide temporary event coverage.
13. When required, users must provide the following insurance prior to using the facilities.

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 additional insured on the user's policy.
- B. The policy naming the municipality as an additional insured shall:
 - be an insurance policy from the A.M. Best rated "secured" New York State licensed insurer;
 - Contain a 30 day notice of cancellation;
 - State that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers; and additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- C. The user agrees to indemnify the municipality 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
- F. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality 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 municipality.

INDIVIDUALS:

Required Insurance:

Homeowners Insurance

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

- 14. In the event of an accident, please notify the custodian on duty, or call the business office the next morning.