

Town Of North Collins

Facility Use Application

The Town Of North Collins Facility Use Application is for reservations of the Town of North Collins Community Center. Completed applications must be submitted at least 6 weeks prior to the event. Applications are not considered complete until the following items have been submitted:

- Signed application – North Collins residents ONLY
- Application fee: \$150 -This includes a refundable deposit of \$50 if building/park is in good condition and clean.
- Proof of liability insurance (\$500,000 general liability) if applicable

Please note

You are not guaranteed use until you are approved by the

Town Of North Collins

Mail Completed Application To:

Ellen Mathis

10637 Walnut Street

North Collins New York, 14111

Renter/Contact Name: _____

Organization: _____

E-mail address: _____

Address: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____

Name of participant/group that insurance is under (if needed) _____

Name of insurance agency: _____

Insurance address: _____

Event Type: _____

Approx. # of Attendance: _____

Time of Event: _____

Provide a brief overall description of your event: _____

Approved: _____ Date: _____

Receipt no. _____ Check No. _____

Rules and Regulations

- The applicants/sponsor is responsible for damages/losses incurred at requested location by those in attendance at the event throughout the duration of requested time allotted for the event.
- Applicant is responsible for all trash, litter and clean-up. Cost for clean-up will be deducted from the deposit if facility is not returned to the same condition it was prior to event. If the cost of damages or clean-up is greater than the deposit, the applicant may be charged for the resulting costs.
- Community center shall not be used for private enterprise or profit.
- Fire lanes must be open at all times.
- Parking in designated areas only.
- No facility use permits shall be granted that would conflict with Town sponsored events.
- No water or electrical hook-ups are provided by the Town. If your event requires hook-ups, the applicant must provide them at their own cost and be accordance with all local health department standards.
- MUST have proof of General Liability Insurance in the minimum amount \$500,000 naming the Town of North Collins as “additional insured” and send proof to Town of North Collins with application.

Applicants may be denied if:

- The applicant or person on whose behalf the application was made has on prior occasion made material misrepresentations regarding the nature or scope of an event or activity previously permitted;
- The applicant or person on whose behalf the applicant was made has violated the terms of prior permits used to or on the behalf of the applicants;
- The applicant for permit, including any required attachments and submissions, is not fully completed and executed;
- The applicant has not tendered the required application fee with the application or has not tendered the required indemnification agreement or insurance certificate;
- A fully executed prior application for permit for the same date has been received and a permit has been or will be granted to a prior applicant;
- The use or activity intended by the applicant will conflict with previously planned programs organized by the Town of North Collins;
- The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the facility or Town employees or general public.
- The use or activity intended by the applicant is prohibited by las or Town code and ordinances.

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