



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:

Lynn DiVincenzo

PO Box 2

North Collins, NY 14111

Date & Time of Event: _____

Event Type: _____

Approx. # of Attendees: _____

Provide a brief overall description of your event: _____

Applicants Name: _____

Organization: _____

E-Mail Address: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

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

Name of Insurance Agency: _____

Insurance Agency Address: _____

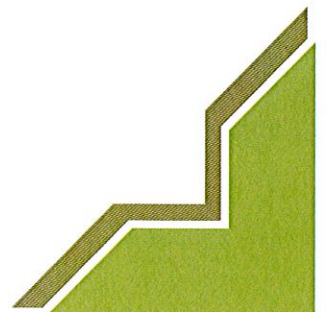
OFFICIAL USE ONLY:

Approved: _____

Date: _____

Receipt #: _____

Check #/Cash/Credit: _____





Rules and Regulations

- The applicant/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 in accordance with all local Health Department standards.
- MUST have proof of General Liability Insurance with a minimum amount of \$500,000.00 naming the Town of North Collins as "additional insured" and send proof to The Town of North Collins after approval and prior to event.

Applicants may be denied if:

- The applicant or person on whose behalf the application was made has on prior occasion made material misrepresentation regarding the nature or scope of an event or activity previously permitted.
 - The applicant or person on whose behalf the application was made has violated the terms of prior permits used to or on the behalf of the applicants.
 - The application 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 law or Town code and ordinances.
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