



TOWN OF COLONIE



Parks & Recreation Department

71 Schermerhorn Road

Cohoes, NY 12047

Phone (518) 783-2760 Fax (518) 783-2759

www.colonie.org/parks

Equal Opportunity Employer

Peter G. Crummey
Town Supervisor

FACILITY USE REQUEST

Date of Application _____

Date of Event _____

Applicant's Name: _____

Town of Colonie Resident? Yes No

Organization Name: _____

Not-for-Profit? Yes No

(If yes, provide documentation)

Address: _____

Email Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____

Cell Phone No.: _____

Title/Purpose of Event: _____

Estimated Attendees _____ Times Requested: from _____ am/pm to _____ am/pm

The Crossings	Colonie Mohawk River Park (Town Park)	West Albany Pocket Park
<input type="checkbox"/> East Pavilion <input type="checkbox"/> West Pavilion <input type="checkbox"/> South Pavilion <input type="checkbox"/> Large Meeting Room <input type="checkbox"/> Executive Meeting Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Gathering Room <input type="checkbox"/> The Overlook <input type="checkbox"/> Barn Stable <input type="checkbox"/> Gazebo <input type="checkbox"/> Park Trails <input type="checkbox"/> Park Square	<input type="checkbox"/> Pavilion 1 <input type="checkbox"/> Pavilion 2 (services not available)	<input type="checkbox"/> Pavilion (services not available)
Services: (fees may apply)		Town Hall
<input type="checkbox"/> Microphone <input type="checkbox"/> Coat Racks <input type="checkbox"/> Lectern <input type="checkbox"/> Coffee <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Projection Screen		<input type="checkbox"/> Gazebo (services not available) <input type="checkbox"/> Main Meeting Room <input type="checkbox"/> Small Meeting Room <input type="checkbox"/> Basement Conference Room

Will the event be catered? Yes No

Caterer name: _____

Caterer Phone/Email: _____

Will alcohol be served? Yes No

- If yes, who will be serving alcohol:

Applicant Caterer

Will refreshments be sold? Yes No

Will there be any performers? Yes No

Will musical instruments be used? Yes No

Will audio equipment be used? Yes No

Will any structure/tent be erected? Yes No

Will any meetings be held? Yes No

Will any speeches be made? Yes No

Will any ceremonies be performed? Yes No

Will there be a parade/procession? Yes No

Will there be vendors? Yes No

Will the event be advertised? Yes No

Will attendees be charged a fee? Yes No

- If Yes, Fee Amount: \$

IMPORTANT DIRECTIONS –

1. Complete the above information, review the information below, and sign and date on the last page.
2. Attach the appropriate insurance documentation to this form and provide payment. Your request is not complete unless this is done.

A. INDIVIDUALS: The applicant shall be at least 21 years of age and shall assume full and complete responsibility for Facility rental. If you are an individual applicant, you must submit a copy of your homeowner's, condo or tenant's insurance policy showing a minimum of \$300,000 liability coverage (Not required for pavilion-only rentals below 50 attendees). You may satisfy this requirement by submitting the face page of your homeowner, condo or tenant's policy. If you provide a certificate of insurance for other than a homeowner, condo or tenant's policy, the insurance must meet the requirements for Leagues, Organizations, Groups and/or Businesses, as set forth below.

B. LEAGUES, ORGANIZATIONS, GROUPS AND/OR BUSINESSES: If you are making the request on behalf of a league, organization, group and/or business, including a not-for-profit corporation, you must provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the "Town of Colonie, 534 New Loudon Road, Latham, NY 12110" as a Certificate Holder *and* an Additional Insured.

C. INSTRUCTIONAL RENTAL: All applicants, including individuals, organizations, businesses and groups, using a Town of Colonie facility for the purpose of providing instruction to the public must provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the "Town of Colonie, 534 New Loudon Road, Latham, NY 12110" as a Certificate Holder *and* an Additional Insured. The date(s) and location of the instructional event must also be set forth on the insurance certificate. Having any other person, including a person who will be receiving instruction, complete this form does *not* relieve the instructor from providing the required proof of insurance.

D. INFLATABLE PLAY DEVICES: (NOT PERMITTED AT THE CROSSINGS) No one shall be permitted to use inflatable play devices on Town of Colonie premises unless proof of insurance is provided showing comprehensive general liability coverage of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the "Town of Colonie, 534 New Loudon Road, Latham, NY 12110" as a Certificate Holder *and* an "additional insured: from set-up to take down." The date(s) and location of the event must also be set forth on the insurance certificate. The applicant shall be responsible and liable for any damage to the Town's real or personal property due to the use and operation of the inflatable play device.

E. ALCOHOLIC BEVERAGES: To serve or provide alcoholic beverages at any Town of Colonie facility, the following requirements apply:

- i. Individuals requesting to use a Town facility and planning to serve or provide alcoholic beverages at a Town facility must provide a copy of the individual applicant's homeowner, condo or tenant's policy with a minimum of \$300,000 in liability coverage. This requirement may be satisfied by the individual applicant submitting the face page of their homeowner, condo or tenant's policy.
- ii. A league, organization, group and/or business that will serve or provide alcoholic beverages at a Town of Colonie facility must provide Commercial General Liability or Personal Liability insurance coverage, including Liquor Liability, in the following amount: \$1,000,000 combined single limits and \$2,000,000 aggregate for Bodily Injury & Property Damage Liability, including Liquor Liability coverage.
- iii. If the event is catered and the caterer is providing or serving alcoholic beverages as part of its agreement with the applicant, the insurance requirement for alcoholic beverages may be satisfied if the caterer provides Commercial General Liability or Personal Liability insurance coverage, including Liquor Liability, in the following amount: \$1,000,000 combined single limits and \$2,000,000 aggregate for Bodily Injury & Property Damage Liability, including Liquor Liability coverage, and naming the "Town of Colonie, 534 New Loudon Road, Latham, NY 12110" as a Certificate Holder *and* an Additional Insured.
- iv. **THE SALE OF ALCOHOL ON TOWN OF COLONIE PROPERTY IS PROHIBITED.**

F. FRIENDS GROUPS: Not-for-Profit Corporations, Unincorporated Associations, Educational Not-for-Profit Corporations and Groups that are formed solely for the benefit of the Town of Colonie and are formed with the Town's prior consent, are covered under the Town's self-insurance and excess insurance policies and are exempt from the insurance requirements for Facility Use and do not need to provide proof of insurance.

G. STATE AND FEDERAL AGENCIES AND OTHER MUNICIPALITIES: State and federal agencies and other municipalities may satisfy the Facility Use Request Form insurance requirement by providing an indemnification letter. The indemnification letter must: (1) Be on the agency or municipality's letterhead; (2) Be addressed to the Town of Colonie; (3) Contain language stating that the agency or municipality is currently self-insured for general liability; and (4) State that it is submitted as evidence of the state or federal government or municipality's intent to pay its legal obligations for meritorious general liability claims made against it, and that the municipality will defend and indemnify the Town of Colonie with respect to liability arising out of the event which is listed in the Facility Use Request Form.

GENERAL INFORMATION –

- **The person signing this form must be present at the event, and must have the permit on site on the day of the event to show to Town of Colonie staff.**
- **This agreement may not be subleased or assigned to any other person or entity.**
- **The person signing this form assumes personal liability for breakage, destruction or removal of Town property by any persons attending the event, and is responsible for the conduct of participants at the event.**
- Permission to use Town of Colonie facilities does not mean Town sponsorship.
- Reservations are not guaranteed. The Town of Colonie reserves the sole right to cancel any event or use or to reassign any area(s) as needed.
- The Town of Colonie will not be responsible for any cost associated with the cancellation of a reservation.
- **If standby EMS personnel, police assistance, traffic control, or additional Services are determined to be required – in the Town's sole discretion – the applicant will be notified of the requirement and must contact the appropriate Town departments and/or other service providers to arrange for such services.**
- All rooms, facilities and/or equipment shall be left in good condition. Should the facility not be left in good condition, the person signing this form may be assessed additional charges and will not be allowed to use Town of Colonie facilities in the future.
- Parking shall be in legal, approved areas only.
- Furniture shall not be moved outside its assigned location.
- No tape, staples, tacks or push pins allowed in or on any facility, including rooms and pavilions.
- No burning candles (with the exception of standard size birthday candles), rice or confetti allowed on premises.
- Equipment and facilities designed for obvious and common usage shall be put to such commonly intended use and none other. Non-intended uses are prohibited.
- Failure to follow Parks and Recreation Rules and Regulations or Chapter 137 of the Code of the Town of Colonie, or damage to, or littering of, Town of Colonie property will result in immediate revocation of permit.
- Additional charges will be assessed to the person signing this form should the building not be vacated by the time specified in the permit.
- At the conclusion of the event, all of your equipment, supplies and furniture must be removed from the facility.
- For any outdoor location, including porches and pavilions, applicants must provide their own power supply.
- Exclusive use is limited to the facility itself and does not extend to restrooms, playground equipment, tennis & basketball courts, pools, and parking areas. All restrooms or other amenities will be available only as weather and/or maintenance permits.

- The failure of the Town of Colonie to object to the contents of the policy of insurance or the certificate of insurance, or the applicant's failure to submit a policy of insurance or a certificate of insurance shall not be deemed a waiver of the insurance requirement or any and all rights held by the Town of Colonie.
- **Please call 10 business days prior to the date of the event to confirm request and, if appropriate, finalize the layout of the event. If necessary to cancel an approved event, notify the Parks & Recreation Department as soon as possible.** Refunds will *not* be granted, unless the applicant notifies the Parks & Recreation Department at least 30 days before the date of the event. No refunds will be granted due to weather conditions.

I, the undersigned, acknowledge that I am over 21 years of age and that I have read and fully understand the above requirements and information about the use of the Town of Colonie facility, and have read the Town of Colonie Parks and Recreation Rules and Regulations and Chapter 137 of the Code of the Town of Colonie, available at <https://www.ecode360.com/13241652>.

I agree, on behalf of myself and any organization, business, group, or other entity named above, to abide by the Town of Colonie Parks and Recreation Rules and Regulations and Chapter 137 of the Code of the Town of Colonie, and to defend, indemnify and hold the Town of Colonie, its officers, employees, agents and volunteers harmless from and against any and all loss, claims, suits, damages, and/or liabilities, including reasonable attorney's fees, arising out of the approval of my request to use the facility, or the actual use of the facility. This shall include but not be limited to indemnification of the Town of Colonie for any applicable insurance deductibles.

I further agree, on behalf of myself and any organization, business, group, or other entity named above, that all claims against the Town of Colonie for any damage or injury arising out of the use of the facility are hereby waived and released. I further agree, on behalf of myself and any organization, business, group, other entity named above, to abide by all State and Federal laws, the Town Code of the Town of Colonie, and the Town of Colonie Parks & Recreation Department Rules and Regulations and any other rules or regulations pertaining to the use of Town of Colonie facilities.

I understand that failure to abide by any of the provisions of this document and/or any applicable law is grounds for immediate revocation of this agreement and cancellation of the event.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

For Department Use Only

Department Action: Approved Disapproved By: _____

Department head: _____ Title: _____ Date: _____

Insurance Required: Yes No Insurance Authorization Code: _____

Remarks: _____

Fee For Usage: _____ Payment Received: _____

Amount charged: _____ Date of deposit: _____

Paid by check Paid by CC CC#: _____ Exp. Date: _____