

**USE OF FACILITIES DOCUMENT**

**Town of Inlet  
160 Route 28, PO Box 179  
Inlet, New York 13360  
ATTENTION: Yvonne Lutz, Town Clerk**

**APPLICATION FOR USE OF COMMUNITY FACILITIES**

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Facility Requested: ARROWHEAD \_\_\_\_\_ FERN \_\_\_\_\_ (fee for use) TOWN HALL \_\_\_\_\_

**INFORMATION ABOUT YOUR GROUP**

Name of Individual/Group: \_\_\_\_\_

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

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITY**

Purpose of Use: \_\_\_\_\_

Dates & Times: \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Total Adults: \_\_\_\_\_ Total Children: \_\_\_\_\_

Services to be provided by Town: \_\_\_\_\_

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

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**AGGREEMENT**

The undersigned is over 21 years of age and has read this form and attached "Facility Use Requirements" and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of \_\_\_\_\_ does hereby covenant and agree to defend, indemnify and hold harmless the Town of Inlet from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Inlet's property, facilities and/or services by said group/organization.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**READ REQUIREMENTS AND RETURN TO:  
TOWN OF INLET  
160 ROUTE 28, PO BOX 179**

**INLET, NEW YORK 13360**  
**Town of Inlet**  
**160 Route 28, PO Box 179**  
**Inlet, New York 13360**  
**315-357-5771/5501**

### **FACILITY USE REQUIREMENTS**

The use of all Town of Inlet Parks facilities shall be subject to the approval and rules of the Inlet Town Board.

1. All posted rules must be adhered to.
2. 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.
3. 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.
4. Youth under 18 years old will require the presence of adequate adult supervision at all times.
5. Alcohol will not be permitted in Arrowhead Park and only in Fern Park as part of an organizational function, which requires proper proof of insurance.

A public telephone is located in the parking lot (front) of Arrowhead Park, on the front of the town hall and also in the pavilion of Fern Park. There is also a courtesy phone in the lobby of the Information Office to make free local calls (357, 369 & 354) or toll free calls. The emergency number for the police is 357-5091; fire 911. There is also direct-dial phone in front of the police station in Arrowhead Park that dials 911.

#### **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 an A.M. best rated "secured" licensed insurer;
  - Contain a 30 day notice of cancelation;
  - State that the organization's coverage shall be primary coverage for the municipality, its board, employees and volunteers; and
  - Additional insured status 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: \$300,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.