

Cc: Town Board

Town of Blooming Grove
Town Clerk
6 Horton Road, P.O. Box 358
Blooming Grove, NY 10914
(845) 496-5223 ext. 2 (Town Clerk)

Town of Blooming Grove
Recreation Department
49 Station Road
Salisbury Mills, NY 12577
(845) 496-9201

**Town of Blooming Grove
Use of Town Property Facilities Form**

Application Fee: \$25.00

Refundable Deposit: \$100.00

(“Refundable Deposit”: Clubs/Calendar Year. All others per Event)

Date of Application: _____

Date Received by Town Clerk: _____

APPLICATION AND ALL ASSOCIATED FEES MUST BE RECEIVED NO LATER THAN 72 HOURS BEFORE ANY TOWN BOARD MEETING FOR APPROVAL BY THE TOWN BOARD OR REQUEST WILL BE DENIED.

APPLICATIONS ARE TO BE SUBMITTED IN CALENDAR YEAR FORMAT ONLY; (JANUARY-DECEMBER)

Individual/Organization: _____

If Not for Profit Organization, please provide ID#: _____

Complete Mailing Address: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Facility Requested: _____

Nature and Purpose of Event: _____

Date and Time of Event: _____

Will Tables and Chairs be Needed? If yes, How Many: Tables: _____ Chairs: _____

Total Number of Participants: Adults: _____ Children: _____

Will Snacks, Food or Drinks (non-alcoholic) be Allowed or Provided? Yes: _____ No: _____

Is an Admission Fee or Participation Fee Charged? Yes: _____ No: _____

If yes, what will proceeds be used for? _____

PLEASE NOTE: The Senior Dining Room and Kitchen are not available for use. These areas are strictly for “Senior” use only including senior programs. Senior Center Hours of Operation are Monday through Friday 7:00 AM to 3:00 PM. No senior activities or programs allowed during lunch service. Lunch served 12:00 PM to 1:00 PM.

PLEASE READ THE FOLLOWING CAREFULLY

Fees: Application Fee to be paid per application submitted. Applicants that use the Town Facility on a monthly basis the Refundable Deposit will be held for the calendar year. Applicants that use the Town Facility for a single one-time event the Refundable Deposit will be held for the one-time event only.

Room assignment will be issued depending on applicant’s size and needs at the discretion of the Recreation Director. Only use the room in which you were assigned and was approved by the Town Board.

The applicant will be responsible for any and all cleaning prior to leaving. A Closing Check List will be issued with the “Facility Use Permit” and must be performed after each use. Town of Blooming Grove will NOT supply any cleaning products. When submitting time please take into consideration any time needed to complete the “Closing Check List”. After inspection, if it is deemed insufficiently cleaned or any property damage has occurred the “Refundable Deposit” will be retained and a new application including all fees will have to be submitted for approval by the Town Board.

Permit is issued to the Organization submitting the application. It is the applicant’s responsibility to ensure that person/persons not associated with the organization is allowed access to the building. Any violations will revoke and forfeit the Facility Use Permit including the “Refundable Deposit”.

Alarm will automatically set at a scheduled time. It is the applicant’s responsibility to NOT exceed the permitted time approved by the Town Board. If applicant is still in the building after alarm is activated the applicant will be responsible for any fines issued and the Facility Use Permit will be revoked and forfeited including the “Refundable Deposit”.

Applicant agrees to be responsible for compliance with all rules and regulations as set forth in the Town of Blooming Grove Chapter 221: Use of Town Property and Facilities (copy annexed in Exhibit “A”) and all rules and regulations (annexed in Exhibit “A”) governing the use of the above Town property and facilities, and for any and all damage to Town property and facilities.

The fees and deposits required for rental of Town property and facilities are annexed as Exhibit “B” Applicant, its officers, employees members and guests shall, through the signing of this Agreement by an authorized party or agent, indemnify and hold harmless the Town of Blooming Grove, its agents and employees from all claims, lawsuits and actions including reasonable attorney’s fees and all costs of litigation and judgement of every name and description against the Town as a result of or arising from, directly or indirectly, any loss, injury, or damage to person or property by reason of any act or omission relating to occurring during, or arising out of occupancy and use of the Town facilities by the Applicant. The person signing below on behalf of the Applicant is fully authorized to sign and bind the Applicant.

Please attach a certificate of general liability insurance coverage, naming the Town of Blooming Grove as an additional insured, in minimum limits of \$1,000,000.00. This requirement shall not apply to applicants who seek to use Town property and facilities for First Amendment purpose. It is the Applicant’s responsibility to ensure certificate of general liability insurance coverage is always current and up to date and if expired is reissued to keep the Applicant in compliance.

I have read and understand the terms of this contract and agree to be bound by its terms and conditions.

Signature of Applicant: _____

Date: _____

Town of Blooming Grove Town Board

Approved **Deny**

Town Board Meeting/Work Session Date: _____