

Date Received: _____
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Village of Sloatsburg
Incorporated October 7, 1929
96 ORANGE TURNPIKE
SLOATSBURG, NEW YORK 10974
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REQUEST FOR USE OF COMMUNITY PAVILIONS (Rev. 01/24)

The use of the Community Pavilions must be in conformance with the policies of the Village of Sloatsburg Board of Trustees which are summarized on page two of this request form. In addition, requests must be in writing on this form only and should be submitted at least **four weeks** in advance. Early submission will allow the Village adequate opportunity to schedule the use of the facility and will avoid delay in receiving approval of the request.

Please submit one completed copy of this form, and insurance documentation, directly to the Village of Sloatsburg at the above address, e-mail, or fax number.

Facility desired: Community Field Pavilion Pool Gazebo Mill Street Park Pavilion
(maximum of 30 guests)

Date(s) / Day(s) requested: _____

Type and purpose of activity planned: _____

PLEASE SEE SELECTED POLICY AND REGULATIONS ON PAGE 2

Fee schedule: \$100 per flexible 3-hour time block

Requested 3-hour time block: _____

Estimated number to attend: _____ *Amount of admission, if any, charged:* _____

Organization Name: _____

Address: _____

Email: _____

Name of applicant for the organization: _____

Applicant Address: _____ *Telephone:* _____

Type of Organization: non-profit other: _____

Selected Policies and Regulations for the Use of the Community Pavilions

The Board of Trustees recognizes that the Community Pavilions, grounds and facilities of the Village should be made available for the pursuit of social and recreational activities. A permit for the use of Village facilities will be issued only to approved organizations, subject to the fiscal constraints and statutory limitations imposed upon the Village. All pavilions are available different times based on location and season. Please check with the recreation department for availability.

The Village Board of Trustees delegates to the Village Clerk/Treasurer or their designee full authority to implement the policies and pass upon all requests for use of facilities. The decision to grant or deny such a request shall remain at all times in the discretion of the Village Clerk/Treasurer or their designee.

In encouraging the use of the Village facilities, the Board of Trustees is concerned with controlling the costs arising from such usage and in providing for insurance protection against personal and property damage claims. Accordingly, where the Village has incurred or may incur additional costs (for example field maintenance, sanitation facilities and refuse removal) the organization using the facility must reimburse the Village according to the policies and fee schedule established by the Board of Trustees. **A certificate of insurance, stating coverage of a minimum of \$1,000,000/\$2,000,000 aggregate, naming the Village of Sloatsburg as an additional insured is required. The name of the applicant/organization on this application and the insurance documents must match.** Additionally, applicants must execute the Indemnification/Hold Harmless Agreement in favor of the Village of Sloatsburg which is annexed to this application. All fees and insurance documentation must be submitted to the Village before a permit will be issued.

Time Blocks

The time blocks for the use of the community pavilions are based on a flexible 3-hour schedule, dependent on location and season.

Requested changes to the initial reservation must be in writing via email, or fax, three days prior to the scheduled usage. Timeslot substitution(s) can be given for days not used; however, no refunds will be issued.

Fee Schedule

Usage: \$100.00 per 3-hour time block

Payment in full is required at the time the application is submitted. A permit to use the facility requested will be issued upon the receipt of the required fees. Applicants for requests that are not approved will be notified. Any group utilizing the facilities above and beyond their designated time allocation without authorization will be charged for an additional 3-hour time block. Official closure of the recreational complex due to weather conditions will result in a refund of fees, if no suitable make up days can be scheduled. The Superintendent of Public Works has complete control over the use of the facilities and the closing of same.

False statements will nullify an applicant's request. Any applicant filing a false application will be required to pay any applicable fees retroactive to the date of the original application, plus a \$60.00 processing fee.

The parking of automobiles is the responsibility of the organization using the facility. Violations of parking regulations may be cited by the local police department, and vehicles may be towed away at the owner's expense.

The use or possession of alcoholic beverages or any other drug is prohibited on Village property.

I accept all responsibility for fulfilling the requirements established by the Village of Sloatsburg for the use of the facilities.

Signature

**Village of Sloatsburg
Facility Use Insurance Specifications**

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the applicant hereby agrees to effectuate the naming of the municipality as an additional insured on the applicant's insurance policies.

The policy naming the municipality as an additional insured shall:

Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.

State that the organization's coverage shall be primary and non-contributory coverage for the municipality its Board, employees and volunteers.

The municipality shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.

At the Municipality's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.

- II. The applicant agrees to indemnify the municipality for any applicable deductibles and self-insured retentions.
- III. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- IV. Required Insurance:
- Commercial General Liability Insurance - \$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for all participants.
- V. Applicant 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 applicant is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
- VI. The municipality is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the municipality but also the NYMIR, as the municipality's insurer.

