

TOWN OF UNION DEPARTMENT OF PARKS AND RECREATION
OFFICE: 3111 East Main Street, Endwell, New York 13760
FACILITY AGREEMENT

Priority Number

(see memo)

 Organization Name Date

 Mailing Address E-mail

 Contact Person (Responsible for facility during use) Day:() _____ - _____ Evening:() _____ - _____
Phone Number

 Signature of Contact Person Day(s)/Date(s) Required: _____

Facility:
 Gymnasium _____
 Field Site _____ Time(s) Required: _____

Proposed Activity: _____ Special Request(s): _____

Prior to using the facility, the organization must provide an insurance certificate with:

- a) name(s), team(s) and sponsor(s) listed on policy
- b) completed rosters with names and addresses
- c) \$1,000,000.00 liability coverage with the Town of Union named as additional insured
- d) \$1,000,000.00 combined bodily injury and property damage per occurrence
- e) dates of policy consistent with dates requested

Do you represent a youth organization? Yes No
 Is the organization non-profit? If yes, you must submit proof. Yes No
 Will admission be charged? Yes No

Restrictions

1. You must be 18 years or older to reserve.
2. The activity shall be restricted to the area for which permission is granted.
3. The activity shall not extend beyond the hours approved in the request.
4. The organization shall be responsible for moving its equipment in and out of the facility within the time reserved.
5. Alcoholic beverages and smoking are prohibited in the Recreation Center.
6. Food and beverages are prohibited in the gymnasium.
7. Alcoholic beverages are prohibited in all Town of Union Parks.
8. Town authorities enforcing facility regulations must be respected at all times.
9. Town of Union programs take precedence over all other activities. The Town reserves the right to cancel scheduled uses to accommodate town programs/needs.
10. The Facility Agreement must be renewed annually.

Fee

If your organization must pay a fee, it must be paid at the time the reservation is confirmed. Once the facility has been scheduled, refunds will be made only when request in writing two days prior to the date of use. Groups not paying fees who fail to cancel within 48 hours prior to the scheduled use of the facility, will be charged a \$30 penalty fee. If your organization's fee exceeds \$200.00, fifty percent of the fee is due upon reservation confirmation and the balance due by the end of the season.

Agreement

The organization shall pay \$_____. The organization and/or its representatives agree to abide by the rules and regulations of the Town of Union, and if they fail to comply with the rules, the Town will have the right to terminate the agreement without liability or obligation and the Town will not refund monies to the organization.
 The organization and/or representatives agree to save and hold harmless the Town from all liabilities and claims arising out of or caused by any acts of the organization and/or representatives.
 The Town of Union will be responsible for all routine maintenance, cleaning and care of premises leased. The organization and/or its representatives shall be responsible for the repair of any damage to the premises leased caused by intentional or negligent act(s). They shall not be responsible for any damages caused by ordinary wear and tear.
 Contact person listed assumes responsibilities.
 The signature below attests to understanding of all elements of this agreement.

Signed _____ Title _____

Fee Required _____ Date Paid _____ Staff Signature _____