



# TOWN OF COLONIE

Parks & Recreation Department  
71 Schermerhorn Road  
Cohoes, NY 12047

Peter G. Crummey  
Town Supervisor

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www.colonie.org/parks  
Equal Opportunity Employer

## FACILITY USE REQUEST

Date of Application \_\_\_\_\_ Date of Event \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Town of Colonie Resident:  Yes  No

Not-for-profit:  Yes  No

Name of Organization \_\_\_\_\_

\*If this is a non-profit organization, please provide documentation regarding status together with submission of this application.

Name of Contact Individual \_\_\_\_\_ Phone No. \_\_\_\_\_

Email Address of Contact Individual \_\_\_\_\_

Title/Purpose of Event \_\_\_\_\_

Time Requested: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm Estimated # Attendees \_\_\_\_\_

### Please Select A Location

<p><b>Colonie Mohawk River Park (Town Park)</b></p> <p>_____ Pavilion 1 _____ Pavilion 2</p>	<p><b>West Albany Memorial Park</b></p> <p>_____ Pavilion</p>	<p><b>Town Hall</b></p> <p>_____ Gazebo _____ Main Meeting Room _____ Small Meeting Room _____ Basement Conf. Room</p>
<p><b>Services (additional fees may apply)</b></p> <p><input type="checkbox"/> Microphone  <input type="checkbox"/> Projector  <input type="checkbox"/> Tables  <input type="checkbox"/> Chairs  <input type="checkbox"/> Coat Rack  <input type="checkbox"/> Internet (see below)</p>		

Amount Owed: \_\_\_\_\_

Date of deposit: \_\_\_\_\_ Paid In Full?  Yes  No

Paid by check  Check # \_\_\_\_\_

Paid by CC  Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Food and Refreshments**

Will the Activity Be Catered:  Yes  No

Name of Caterer: \_\_\_\_\_

Caterer’s phone number: \_\_\_\_\_

Caterer will be:  Serving  Dropping off

Will alcohol be served?  Yes  No

If yes, who will be serving alcohol:  Applicant  Caterer

\*Food trucks are not permitted on Town property without the prior written consent of the Town.

\*Liquor liability insurance coverage is mandatory for caterers/organizations serving alcohol. No exceptions.

**Internet**

Will you require internet access?  Yes  No

Additional charge for internet access:

- 1. One day of rental           \$50.00
- 2. More than 3 days         \$20.00/day

Please indicate how long you will require internet and how many devices will be connected to it.

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**Vendors**

Will vendors be present for your event?  Yes  No

\*All vendors must provide proof of insurance as otherwise requested in this application.

Please list all vendors that you seek to host.

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**Advertisement**

Will this event be advertised?  Yes  No

Please attach copies of any advertisements, literature or brochures to be distributed.

**INSTRUCTIONS – PLEASE READ CAREFULLY**

**1. INSURANCE DOCUMENTATION**

**YOUR REQUEST WILL BE REJECTED WITHOUT THE REQUIRED INSURANCE DOCUMENTATION AND DEPOSIT.** The Town of Colonie reserves the right to consult with and obtain approval from the Town Attorney’s Office regarding insurance coverage before granting a Facility Use Request.

**A. INDIVIDUALS:** Must submit a copy of homeowner insurance policy with a minimum of Three Hundred Thousand Dollar (\$300,000.00) liability coverage. The Town must be named as an additional insured on the certificate of insurance. If you provide a certificate of insurance other than a

homeowner's 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 this request on behalf of a league, organization, group and/or business, including a not-for-profit corporation, you must provide a certificate of insurance that includes comprehensive general liability coverage of not less than One Million Dollars (\$1,000,000.00) each occurrence and Two Million Dollars (\$2,000,000.00) general aggregate naming the "Town of Colonie, 534 Loudon Road, Latham, NY 12110" as a Certificate Holder and an Additional Insured. The date(s) and location of the event must be set forth on the insurance certificate.

**C. INSTRUCTIONAL RENTAL:** Any applicant requesting to use 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 One Million Dollars (\$1,000,000.00) each occurrence and Two Million Dollars (\$2,000,000.00) general aggregate naming the "Town of Colonie, 534 Loudon Road, Latham, NY 12110" as a Certificate Holder and an Additional Insured. The date(s) and location of the instructional event must 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:** No inflatable play devices are permitted on Town of Colonie premises.

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

- i. Individuals seeking to serve or provide alcoholic beverages at a Town facility must provide a copy of the applicant's homeowners' insurance policy with a minimum of Three Hundred Thousand Dollars (\$300,000.00) in liability coverage naming the Town of Colonie as an additional insured.
- ii. A league, organization, group and/or business that seeks to 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 amounts: \$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 caterer will provide or serve alcoholic beverages as part of its agreement with the applicant, the caterer may provide proof of insurance, including Commercial General Liability or Personal Liability insurance coverage, including Liquor Liability in the amount of One Million Dollars (\$1,000,000.00) combined single limits and Two Million Dollars (\$2,000,000.00) aggregate for Bodily Injury & Property Damage Liability, including Liquor Liability coverage, and naming the "Town of Colonie, 534 Loudon Road, Latham, NY 12110" as a Certificate Holder and an Additional Insured.
- iv. The service, sale or consumption of alcohol is not permitted at The Crossings.

**F. FRIENDS GROUPS:** Individuals, 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:

- i. Be on the agency or municipality's letterhead;

- ii. Be addressed to the Town of Colonie;
- iii. Must contain language stating that the agency or municipality is currently self-insured for general liability; and
- iv. 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 for all Facility Rentals– PLEASE READ CAREFULLY**

- A. The person signing this form must be present at the event, and must have permit on site on the day of the event to show to Town of Colonie staff.
- B. Permission to use Town of Colonie facilities does not amount to Town of Colonie sponsorship. The person signing this form, whether on behalf of himself/herself or an organization, business, group, etc. 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.
- C. All rooms, facilities and/or equipment shall be left in the same condition in which it was found. In the event of damage/breakage, destruction or other removal of Town of Colonie property, the person signing this form may be assessed additional charges and will not be allowed to use Town of Colonie facilities in the future.
- D. Failure to follow the applicable Rules and Regulations, and damage to, or littering on, Town of Colonie property will result in immediate revocation of permit.
- E. Additional charges may be assessed to the person signing this form should the building not be vacated by the time specified in the permit.
- F. At the conclusion of the event, all of your equipment, supplies and furniture must be removed from the facility.
- G. Reservations to use a Town of Colonie facility are accepted on a first come, first served basis. Reservations are not guaranteed. The Town of Colonie reserves the right to cancel any activity or use or to reassign an area.
- H. For any outdoor location, including porches and pavilions, applicants must provide their own power supply. The Town of Colonie will not provide electrical power to any outdoor location.
- I. If Police/Fire/EMS or additional Services are determined to be required by the Parks and Recreation Department, the applicant/organization will be notified of the associated costs.
- J. The Town of Colonie will not be responsible for any actual or consequential damages caused by the cancellation of the reservation by either party.
- K. Exclusive use is limited to the rented space and does not extend to restrooms, playground equipment, tennis, basketball or pickleball courts, pools, and parking areas. All restroom or other amenities will be available only as weather and/or maintenance permits.
- L. Bathing and doing laundry are not permitted in the restrooms.
- M. The person signing this form acknowledges that failure to obtain the required insurance as herein required constitutes a material breach of contract and subjects said person to liability for damages, indemnification and all other legal remedies available to the Town of Colonie. 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 file 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.
- N. The person signing this form agrees to indemnify the Town of Colonie for any applicable insurance deductibles.
- O. Please call 10 business days prior to the date of the event to confirm your request and, if appropriate, finalize the layout of the event. If you need to cancel an approved event, notify the Parks &

