



TOWN OF COLONIE

Parks & Recreation Department

71 Schermerhorn Road

Cohoes, NY 12047

Phone (518) 783-2760 Fax (518) 783-2759

www.colonie.org/departments/parksandrec

Equal Opportunity Employer

Paula A. Mahan
Town Supervisor

FACILITY USE REQUEST

Date of Application _____

Name of Organization/Individual _____ Phone No. _____

Address of Organization/Individual _____

Name of Contact Individual _____ Phone No. _____

Email Address of Contact Individual _____

Description of Activity _____

Date of Activity _____ Hours Requested: From _____ To _____ Estimated Attendees _____

Food and Refreshments

Will alcohol be sold or served () Yes () No If yes, who will be serving alcohol: () Applicant () Caterer

(Liquor liability is required for caterers and organizations serving alcohol)

Will the Activity Be Catered () Yes () No Caterer will be: () Serving food () Dropping off food

Name of Caterer _____ Caterer's phone number (required): _____

Location Requested

The Crossings _____

- Large Meeting Room ()
- Executive Meeting Room ()
- Kitchen ()
- Gathering Room ()
- Barn Stable ()
- Gazebo ()
- Park Square ()
- East Pavilion ()
- West Pavilion ()
- South Pavilion ()
- The Overlook ()
- Other _____

Services Requested:

- Microphone ()
- Lectern ()
- Tables ()
- Chairs ()
- Coat Racks ()
- Coffee ()
- Projection Screen ()
- Other: _____

Colonie Mohawk River Park (Town Park) _____

Pavilion 1 ()

Pavilion 2 ()

Other _____

West Albany Memorial Park _____

Pavilion ()

Other _____

Amount charged: _____ Date of deposit: _____

Paid by check Paid by CC CC#: _____ Exp. Date: _____

IMPORTANT DIRECTIONS – PLEASE READ CAREFULLY

1. Complete the above information, review the information below, and sign and date on the last page.

Attach copies of any publicity, advertisement, literature, and/or brochures to be distributed.

2. INSURANCE DOCUMENTATION

Attach the appropriate insurance documentation to this form and provide payment. YOUR REQUEST IS NOT COMPLETE UNLESS YOU ATTACH THE REQUIRED INSURANCE DOCUMENTATION TO THIS FORM AND PROVIDE THE REQUIRED DEPOSIT. Town of Colonie Staff reserve 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: If you are an individual applicant, you must submit a copy of your homeowner, condo or tenant's policy showing a minimum of \$300,000 liability coverage. You may satisfy this requirement by submitting the face page of your homeowner, condo or tenant's policy. If you provide a certificate of insurance for other than a homeowner, condo 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 the request on behalf of a league, organization, group and/or business, including a not-for-profit corporation, you must provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the "Town of Colonie, 534 Loudon Road, Newtonville, NY 12128" as a Certificate Holder *and* an Additional Insured. The date(s) and location of the event must also be set forth on the insurance certificate.

C. INSTRUCTIONAL RENTAL: All applicants, including individuals, organizations, businesses and groups, using 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 \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the "Town of Colonie, 534 Loudon Road, Newtonville, NY 12128" as a Certificate Holder *and* an Additional Insured. The date(s) and location of the instructional event must also 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 one shall be permitted to use inflatable play devices on Town of Colonie premises unless proof of insurance is provided showing comprehensive general liability coverage of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the "Town of Colonie, 534 Loudon Road, Newtonville, NY 12128" as a Certificate Holder *and* an "additional insured: from set-up to take down." The date(s) and location of the event must also be set forth on the insurance certificate.

The applicant shall be at least 21 years of age and shall assume full and complete responsibility for supervising and requiring safe and proper conduct by those using the inflatable play device.

The applicant shall be responsible and liable for any damage to the Town's real or personal property due to the use and operation of the inflatable play device.

Applicants must provide their own power supply. The Town of Colonie will not provide electrical power for outdoor use.

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

- i. Individuals requesting to use a Town facility and planning to serve or provide alcoholic beverages at a Town facility must provide a copy of the individual applicant's homeowner, condo or tenant's policy with a minimum of \$300,000 in liability coverage. This requirement may be satisfied by the individual applicant submitting the face page their homeowner, condo or tenant's policy.
- ii. A league, organization, group and/or business that will 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 amount: \$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 is catered and the caterer is providing or serving alcoholic beverages as part of its agreement with the applicant, the insurance requirement for alcoholic beverages may be satisfied if the caterer provides Commercial General Liability or Personal Liability insurance coverage, including Liquor Liability, in the following amount: \$1,000,000 combined single limits and \$2,000,000 aggregate for Bodily Injury & Property Damage Liability, including Liquor Liability coverage, and naming the "Town of Colonie, 534 Loudon Road, Newtonville, NY 12128" as a Certificate Holder *and* an Additional Insured.

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 mean 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 good condition. Should the facility not be left in good condition, 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 of, 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 facility itself and does not extend to restrooms, playground equipment, tennis & basketball courts, pools, and parking areas. All restroom or other amenities will be available only as weather and/or maintenance permits.
- L. The person signing this form acknowledges that failure to obtain the required insurance on behalf of the Town of Colonie 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.
- M. The person signing this form agrees to indemnify the Town of Colonie for any applicable insurance deductibles.
- N. Please call 10 business days prior to the date of the event to confirm request and, if appropriate, finalize the layout of the event. If necessary to cancel an approved event, notify the Parks & Recreation Department as soon as possible.
- O. Refunds will *not* be granted, unless the applicant notifies the Parks & Recreation Department at least 30 days before the date of the event. No refunds will be granted due to weather conditions.
- P. Athletic fields are reserved for Town of Colonie based organizations only. Non-resident groups may reserve fields if space allows and more than 51% of players are town residents (Team roster with addresses must be provided for verification).
- Q. Each organization must apply for field use separately for each use (camp, tournaments, etc.) and for each season.
Spring – mid April to late June; Summer – July and August; Fall – September 1 to mid-November

