

**VILLAGE OF GREENWICH, NY
ROOM USE PERMIT APPLICATION**

Applicant's Name _____

Address _____ Phone _____

Name of Organization and/or Event _____

Head of Organization _____ Phone _____

Person in Charge of Event _____ Phone _____

Alternate Person in Charge of Event _____ Phone _____

Requested Location _____

Event Date(s) _____ Time/Duration _____

Type of Event _____

Purpose for this use _____

I agree to be responsible for the safe and orderly conduct of the group above and the associates thereof in attendance.

I further agree that I, myself, or the alternate adult in charge shall be present and actively supervise the group and its associates from the beginning of the activity until all such persons have left the building. If neither undersigned person can be present to supervise, it is my responsibility to cancel the above activity and notify the Village Clerk before the activity was to begin.

The applicant/organization is responsible for the cleanup of the room and other areas used for this event. The applicant agrees to pay all costs for said clean-up and will reimburse the Village of Greenwich for any and all additional custodial costs as well as other expenses incurred as a result of this activity.

The applicant/head of organization has read and understands the Conditions for Use of Village Facilities on reverse side of this form.

If the Village of Greenwich requires you to obtain insurance for this event, who will the insurance carrier be?

Name of Company _____

Agent's Name _____

Address _____

Phone _____

APPLICANT'S SIGNATURE

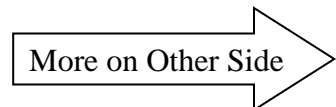
DATE

ALTERNATE PERSON IN CHARGE OF EVENT SIGNATURE

DATE

Certificate of Insurance Required

Certificate of Insurance Received



INDEMNITY AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the Permit Holder shall indemnify and hold harmless the Village of Greenwich, its elected officials, officers, agents and employees from and against any and all claims, damages, losses, costs and expenses, including but not limited to reasonable attorneys fees, arising out of the use of the Premises and/or actions of the Permit Holder, its guests, employees, agents, contractors, suppliers, vendors, or anyone directly or indirectly employed by Permit Holder or anyone for whose acts Permit Holder may be liable.

Applicant's Signature

Date

STATE OF NEW YORK)
COUNTY OF WASHINGTON) SS:

On this _____ day of _____, _____, before me the subscriber(s), personally appeared _____ to me personally known and known to me to be the same person(s) described in and who executed the within Instrument, and they jointly acknowledged to me that they executed the same.

(SEAL)

Notary Public

CONDITIONS FOR USE OF VILLAGE FACILITIES

- A. Greenwich Youth Center Activities shall have first preference in use of the facility.
- B. A Room Use Permit Application must be completed for each event and then turned in to the Village Clerk. If the application is accepted and there is room on the agenda, said application will be discussed at the next scheduled meeting of the Village Board of Trustees.
- C. There will be a moratorium on scheduling any events/groups using the 2nd floor on Tuesdays due to court being in session.
- D. Those in charge of an activity must assure that all participants are aware of applicable rules.
- E. The Board reserves the discretion to deny use of Village facilities described above, or to terminate use of Village facilities:
 - 1. By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
 - 2. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
 - 3. For any use which the Board deems inconsistent with this policy;
 - 4. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
 - 5. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
 - 6. For any use prohibited by law.