

FACILITIES USE APPLICATION FORM
Milton Train Station Community Room
TOWN OF MARLBOROUGH
PO Box 305
21 Milton Turnpike
MILTON, NEW YORK 12547

Milton Train Station Community Room

Today's Date: _____

Name of Applicant: _____ (Please Print)

Date(s) Requested: _____ Time: _____

Fee Structure:

The 1883 Milton Train Station is a national historic site and to further the station's rehabilitation and restoration, use fees have been established to advance the restoration and maintenance of this landmark facility. **All fees are due upon application.** Fees are to be paid by cash, check or money order made out to the "Town of Marlborough". Payment is to be submitted to the Town Clerk.

Fee: Residents \$300.00 _____ Non-Resident \$500.00 _____

Full payment is due upon filing this application, of which \$150.00 is NOT refundable

Additional cash security deposit: Residents \$300.00 _____ Non-Resident \$500.00 _____

Refundable upon inspection and approval

Weekday or Monthly Meeting Fee: (3 hours max.)

Private group \$40.00 per meeting

Town of Marlborough Civic Group/ Non Profit No Fee * Certificate of Insurance & \$100.00 security deposit required*

Security Deposit:

*The cash security/cleaning deposit must be paid upon filing an application. It will be returned after the event or meeting and after inspection of the facility. The security will be used by the Town of Marlborough in the event there is damage, misuse, violation or additional cleaning required.

Weekday or Monthly Meeting: All organizations using the Community Room will be required to clean the Community Room and leave the room in order after use. If the need for extra cleaning is required as a result of misuse or damage found after the use, the Town of Marlborough may ban the Organization from future use of the room.

Information about Applicant/Group:

Name of Organization/Individual/Class: _____

Supervisor in Charge: _____

Mailing Address: _____

Email Address: _____

Telephone: (day) _____ (night) _____

Insurance Company: _____

Information about Intended Use of Community Room :

Purpose of Use: _____

Total # of participants expected: _____ (Maximum Occupancy is 99 set by the Town Building Dept.)

Is an admission fee charged? Yes _____ No _____ If Yes, what will proceeds be used for? _____

If refreshments will be served, give details: _____

Chaperones or Responsible Persons in Charge:

	Name	Address	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____

****Cleanup is responsibility of the Chaperone/Responsible person in charge. Adequate cleaning is defined as leaving the facility in as good or better condition. (Initial _____) ****

**** APPLICANT IS RESPONSIBLE FOR REMOVING ALL TRASH FROM THE PREMISES ****

Agreement: The undersigned is over 21 years of age and has read this form and read and signed the Regulations and agrees to comply with them. He/she agrees to be responsible to the Town of Marlborough for the use and care of the facilities. He/she, on behalf of the _____ (name of organization) hereby covenant and agree to defend, indemnify, and hold harmless the Town of Marlborough from and against any injury or property damage, to the extent permissible by the law, arising out of or in connection with the actual or proposed use of Town of Marlborough property, facilities and/or services by _____ (name of organization). Applicant has read conditions and rules attached, and agree to abide by them.

Applicants Signature

Approval:

_____ Town Clerk's Office

Date: _____

_____ Park Staff

Date: _____

RULES & CONDITIONS FOR GROUP USE OF THE TOWN OF MARLBOROUGH Train Station Community Room

- Functions are allowed between 8am to 10pm
- Applicant is responsible for removing ALL trash from the premises
- Rain dates cannot be reserved.
- Town Park Superintendent will handle any conflicts or problems.
- Groups must clean Train Station and surrounding areas to the satisfaction of the park Superintendent.
- The undersigned does hereby agree to pay for any and all damages to equipment or property of the Town of Marlborough used by said organizations, members, guests or visitors.
- The undersigned does hereby agree to indemnify and hold harmless the Town of Marlborough from any and all claims, suits or demands and any expenses incurred by said Town for investigation, legal fees or otherwise, which arise out or are connected with the Town facility applied for herein and the said Town shall be held harmless and indemnified regardless of whether the acts are the fault of the applicant or the Town.
- Children must be under close supervision of an adult at all times.

PROHIBITED ACTS

THE FOLLOWING ACTS ARE PROHIBITED:

- The use of tape, adhesives of any kind, staples, tacks, nails, etc... to hang banners/ signs/ decorations is NOT permitted anywhere on or in the Train Station. The Community Room and grounds will be inspected before and after each event.
- No one shall bring or consume alcoholic beverages at Town of Marlborough facilities or grounds. Alcoholic beverages are prohibited on Town grounds.
- Town grounds and buildings are smoke free areas. Smoking or use of tobacco is prohibited.
- The use of loud, boisterous or indecent language is prohibited.
- Interference with any officer or agent of the Town in performance of his or her duty is prohibited.
- Conduct himself or herself in such a manner as to:
 - Endanger the life or property of other visitor to the Train station.
 - Be offensive or injurious to the morals of any person requesting the community room.
 - Injure, deface, disturb, or befoul any part of the Train station grounds or any building, sign, equipment, or other property therein nor remove, injure or destroy any tree, flower or shrub.
 - Throw, cast, drop, discharge, deposit, or bring in refuse, waste or other obnoxious material other than in receptacles provided for such purpose.
 - Bring, carry, allow, accompany or transport in any manner, any fireworks and firearms.
 - Bring, carry, allow, accompany or transport in any matter any dogs, cats or other animals, whether leashed or unleashed, into the Train Station grounds or building for any purpose whatsoever.

NOTE: Approval of use of the facility is granted with the knowledge that in the event the space is needed for Town related programs, the Town reserves the right to cancel use of the facility In addition; the Town facilities will not be available when property is closed for emergencies or inclement weather.

The building request cannot be considered unless meeting dates and time are specific.

This signature shows that I have read the Rules & Conditions of the use of the Train Station Community Room and will abide by them.

Applicant Signature

Please return application and copy of signed instruction form to the Town Clerk's Office.

Office Use Only:

Deposit Received _____ Rental Fee Received _____ Deposit Returned _____

Office Calendar _____

Community Room open _____

Community Room inspected & closed _____

***If assistance is needed at the Train Station please call:
Tom Schroeder at 845-590-7027**

Not provided with Community Room rental:

Tables or Chairs

Refrigerator or Freezer

Microwave / Stove

Or any cooking supplies or utensils

- **There are no pots or pans or any other kind of cooking utensils.**
- **If you will be having food it will need to be catered but NO flammable equipment will be permitted within the Train Station or the Community Room.**