

Facilities Use Application Form

Town of Marlborough

21 Milton Turnpike

Milton, NY 12547

PLEASE PRINT ALL INFORMATION REQUESTED

Today's Date: _____ Dates Requested: _____
Facility / Venue: TOMVAC _____ Town Park (Excluding Pavilion) _____
Other (Please list) _____
Time(s) Requested: _____ Name of Applicant (Please Print): _____

Applicant / Group Information

Name of Organization or Group: _____
Supervisor in Charge: _____
Mailing Address: _____
Telephone #: (Day) _____ (Night) _____
Name of Insurance Company: _____
Address of Insurance Co: _____
Insurance Policy #: _____

Information about Intended Use of Facility / Venue

Purpose of Use: _____
Total # of Participants Expected: _____ (Adults) _____ (Children) _____
Total # of Residents Expected: _____ Non-Residents: _____
Admission Fee(s) to be Charged: _____ (By Course / Session / Etc.) _____
Will refreshments be served (Please give details): _____

Chaperones or Responsible Persons in Charge

	Name of Person	Address	Phone #
1	_____	_____	_____
2	_____	_____	_____

***Cleanup is the Responsibility of the Chaperones / Responsible Persons in Charge. (Initial): _____

Agreement: The undersigned is over 21 years of age and has read this form, and read and signed the regulations for usage, 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 and all liability, loss, damages, claims, or action (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of, or in connection with, the actual or proposed use of a Town of Marlborough property, facilities, and/or services by _____ (**Name of Organization**). I _____ have read the Policies attached and agree to abide by them:
(Sign) _____ (Date) _____

Note: Approval of the use of the facility is granted with the knowledge that in the event the space is needed for a TOWN related program, the Town of Marlborough reserves the right to cancel the use of the facility. This request is only in effect on the day(s) and time(s) requested.

*The building request cannot be considered unless event Date(s) and Time(s) are specific.

** Smoking or Use of Tobacco is Prohibited at all times within Town Facilities. (Strictly Enforced)

Please return this application and the signed Policies page to the Town of Marlborough Recreation Committee.

Policies for Facilities Use Form
Town of Marlborough
21 Milton Turnpike
Milton, NY 12547

PLEASE PRINT ALL INFORMATION REQUESTED

Today's Date: _____

Applicant / Group Information

Name of Organization or Group: _____

Supervisor in Charge: _____

Policies for Facility / Venue usage:

- 1 -** *The applicant listed in the above information must be 21 years of age or over, and during the use of any Town of Marlborough Facility or Venue, must have at least "1" Chaperone over the age of 21 years, present at all times.*
- 2 -** *Applicants must submit a Certificate of Liability Insurance, listing the Town of Marlborough as an additionally insured, prior to the commencement of an event.*
- 3 -** *A list of attendees including: names, age, and contact number, must be kept for each event, and made available to the Recreation Committee upon request.*
- 4 -** *The applicant may be entrusted with a key, or some type of access to a Facility or Venue, and that key shall be signed for upon receipt, and must be returned upon completion of the requested event date(s).*
- 5 -** *All Facilities and Venues must be left clean and in similar condition to that of arrival. (If upon arrival conditions are not to the normal standards of that Venue, please contact someone with the Recreation Dept. to report such an incident).*
- 6 -** *All damages must be reported to your Recreation Dept. contact.*
- 7 -** *All injuries must be reported to your Recreation Dept. contact immediately.*
- 8 -** *Smoking and the Use of Tobacco is Prohibited at all times within, and on the grounds of, all Town of Marlborough Facilities.*
- 9 -** *Fees may be assessed for the use of a Facility or Venue. (Fee(s) to be set by Marlborough Town Board)*
- 10 -** *Assessed fees, if applicable, are to be submitted to the Town Recreation Dept. on a monthly basis. (Unless prior arrangements have been made).*

I have read and understand the above list of rules and will abide by them to the best of my ability.

Signature of Applicant

Date