

Town of North Collins

Facility Use Application

The Town of North Collins Facility Use Application is for reservations of the Town of North Collins Community Center. Completed applications must be submitted at least 4 weeks prior to the event. Applications are not considered complete until the following items have been submitted:

- Signed Application – North Collins Residents ONLY
- Application Fee: \$250 Community Center / \$150 Recreation Center
- Cancellation prior to 48 hours of date and time of event = \$100 Refund
- \$150 Cleaning & Key Deposit (Fully refundable if site is completely cleaned and key is returned promptly)
- Proof of liability insurance (\$500,000 General Liability) for either rental

**** Please Note ****

You are not guaranteed use until you are approved by the Town of North Collins

Mail Completed Application to:

Lynn DiVincenzo

PO Box 2

North Collins, NY 14111

Date & Time of Event: _____

Event Type: _____

Approx. # of Attendees: _____

Provide a brief overall description of your event: _____

Applicants Name: _____

Organization: _____

E-Mail Address: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Name of participant/group that insurance is under: _____

Name of Insurance Agency: _____

Insurance Agency Address: _____

Recreation Center

Rental / \$150

Rec'd Pymt. ☐

OR

Community Center

Rental / \$250

Rec'd Pymt. ☐

Cleaning Deposit

\$150

Rec'd Pymt. ☐

General Liability Insurance

Rec'd ☐

Key Returned ☐

Cleaning Deposit

Refunded ☐

Not Refunded ☐

OFFICIAL USE ONLY:

Approved: _____ Date: _____

Receipt #: _____ Check #/Cash/Credit: _____



Rules and Regulations

Rental Time MAXIMUM: 10am – 10pm on date of event

- The applicant/sponsor is responsible for damages/losses incurred at requested location by those in attendance at the event throughout the duration of requested time of the event.
- Applicant is responsible for all trash, litter and clean-up. Cost for clean-up is \$150 (Refundable Deposit). You will receive your deposit back if facility is returned to the same condition it was prior to event and the rental key has been returned. If the cost of damages or clean-up is greater than the deposit, the applicant may be charged for the resulting costs.
- NO Alcohol on premises.
- Community Center / Recreation Center shall not be used for private enterprise or profit.
- Fire lanes must be open at all times.
- Parking in designated areas only.
- No Facility Use Permits shall be granted that would conflict with Town sponsored events.
- No water or electrical hook-ups are provided by the Town. If your event requires hook-ups, the applicant must provide them at their own cost and be in accordance with all local Health Department standards.
- MUST have proof of General Liability Insurance with a minimum amount of \$500,000.00 naming the Town of North Collins as "additional insured" and send proof to The Town of North Collins after approval and prior to event.
- **KEY MUST BE RETURNED TO TOWN CLERK'S OFFICE within 24 hours of rental.** (You may use outside drop box when office is closed)

Applicants may be denied if:

- The applicant or person on whose behalf the application was made has on prior occasion made material misrepresentation regarding the nature or scope of an event or activity previously permitted.
 - The applicant or person on whose behalf the application was made has violated the terms of prior permits used to or on the behalf of the applicants.
 - The application for permit, including any required attachments and submissions, is not fully completed and executed.
 - The applicant has not tendered the required application fee with the application or has not tendered the required indemnification agreement or insurance certificate.
 - A fully executed prior application for permit for the same date has been received and a permit has been or will be granted to a prior applicant.
 - The use or activity intended by the applicant will conflict with previously planned programs organized by the Town of North Collins.
 - The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the facility or Town employees or general public.
 - The use or activity intended by the applicant is prohibited by law or Town code and ordinances.
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