

Town of Schroepel
69 County Route 57A
Phoenix, New York 13135
315-695-6231
Use of Building Form

(NAME OF GROUP)

Request the use of the _____ room for the purpose of:

Between the hours of: _____ to _____ on _____
(Date)

Number of people attending: _____ Will the activity be open to the public? _____ Yes _____ No
Do you have an in force public liability policy? _____ Yes _____ No **If yes**, a copy of the insurance policy showing the
Town of Schroepel as an unrestricted additional insured must be submitted.
Will admission be charged? _____ Yes _____ No If Yes, proceed will be used for: _____

List the name, address and telephone numbers of the person responsible for the above occasion:

Phone Number: _____
(Day)

(Evening)

Rules governing use of facility:

1. **The Town of Schroepel Building shall be used for non-profit organizations only.**
 2. **Children must be supervised at all times.**
 3. **No open flames or smoking is allowed in the building.**
 4. **Activity shall be restricted to the area for which permission is granted.**
 5. **Programs should not be planned where they could interfere with regular schedules.**
- For emergency information pertaining to the building call Krista LoCastro at 695-2801 during business hours or 278-7179 after hours.**

All posted rules must be adhered to. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.

If the building is being used after normal hours, Monday through Friday 8:00 a.m. to 9:00 p.m., a fee of \$25.00 will be charged for personnel to set up and open and close the building. If expenses are incurred for additional cleaning or damage to the building or equipment an additional charge will be assessed and billed. The undersigned agrees to be liable for all payments due.

I _____, on behalf of _____ do hereby covenant and agree to defend, indemnify and hold harmless the Town of Schroepel from and against any and all liability, loss, damages, claims, or actions (including cost and attorneys 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 the Town of Schroepel property, facilities and/or services _____.

After completing the required information and reading and understanding the rules, liability statement and the hold harmless statement, I agree to all statements above.

Applicant's Signature

Date of Application

Copies sent to: _____ Buildings and Grounds _____ Town Supervisor _____ Date: _____