

**APPLICATION AND AGREEMENT
FOR USE OF THE
VILLAGE RECREATION BUILDING (A.K.A. THE SCOUT HOUSE)

NON-PROFIT/NON-POLITICAL ORGANIZATIONS**

Name of Organization _____

Address of Organization _____

Telephone: _____

Date of Event: _____

(Please note: you have use of the Scout House on the day you reserved only, unless previous arrangements have been made with the Village Clerk. Please do not expect use of the Scout House prior to or after your reservation date without permission.)

Start Time: _____

End Time: _____

Number of persons: _____ (maximum occupancy 130 people)

By signing below, I verify my understanding that, upon approval by the Village, I am entering into an agreement with the Village of Middleport for use of the Village Recreation Building (A.K.A. The Scout House) and the adjacent grounds. I verify that I have received a copy of the "RULES AND REGULATIONS, VILLAGE RECREATION BUILDING (A.K.A. SCOUT HOUSE)" and "REGULATIONS FOR, VILLAGE RECREATION BUILDING, 131 TELEGRAPH ROAD, MIDDLEPORT, NEW YORK," agree to follow said rules, and acknowledge such documents are referenced and incorporated into this agreement.

Signed: _____

Date: _____

For Office Use Only

Approved by: _____

Denied by: _____

RULES AND REGULATIONS
VILLAGE RECREATION BUILDING
(A.K.A. SCOUT HOUSE)

(Please note: you have use of the Scout House on the day you reserved only, unless previous arrangements have been made with the Village Clerk. Please do not expect use of the Scout House prior to or after your reservation date without permission.)

By order of the Board of Trustees of the Village of Middleport and subject to further action by the Board, the following regulations shall apply for the use of the Middleport Recreation Building:

Said building may be utilized by non-political and non-profit organizations, including by way of example but not limited to scouting groups, senior citizens' organizations, and other non-profit organizations. Said building may also be used by private individuals for private use for such things as wedding receptions, anniversary or retirement parties, or any other type of private gathering so long as the rules as established in paragraph 4 below are strictly followed. Effective June 1, 2016, there will be a charge of \$100 per use by Village residents and a charge of \$175 per use by non-residents levied for costs incurred by the Village in maintaining this building, such as electricity, bathroom and cleaning supplies, etc. This fee shall be paid at the time the application for use is completed and approved. In the event that reservations are canceled, this fee will not be refunded. **The required fee shall be waived for any non-profit organization.**

Those organizations wanting to meet on a regular basis must obtain prior approval from the Board of Trustees.

Except for those organizations scheduled to meet at regular intervals, application for use of said building shall be made by an appropriate officer of the organization requesting said use or by an individual on an application form to be maintained by the Village Clerk in advance of the event. Any scheduling difficulties or problems in interpreting these regulations shall be submitted by the Village Clerk to the Village Board of Trustees for resolution. Preference for use of the Scout House will be given to Scout troops first, then to Village residents, then to non-residents.

All persons, groups, and organizations utilizing the building shall observe the following regulations:

1. No alcoholic beverages shall be carried onto or consumed on the premises;
2. The premises shall be cleaned per the Regulations for the Village Recreation Building.
3. Damages to the building caused by any group during use shall be reported to the Village Board or designated representative and the group shall pay for repair of same;
4. Tables and chairs **should not be removed** from the Scout House building;
5. Premises must be vacated no later than 11:00 p.m. Overnight usage is reserved for Scout troops only.

Liability: The persons, groups, and/or organization utilizing the building and grounds pursuant to this application and agreement agrees to defend and indemnify the Village of Middleport and its officers, employees and agents, and shall hold them harmless from any and all risks of every kind, nature and description resulting from or arising out of the use of the building and grounds; provided, however, that those persons, groups and organizations utilizing the building and grounds pursuant to this application and agreement shall not be required to indemnify the Village of Middleport or their officers, employees and agents with respect to such risks to the extent caused by the negligence or intentional misconduct of the Village of Middleport or its officers, employees and agents over whom the user of the building and grounds has no authority or control.

Insurance: Prior to the use of the building and grounds, pursuant to this application and agreement, all persons, groups and/or organizations utilizing such building and grounds pursuant to this application and agreement shall obtain all insurance required under this paragraph which shall be kept in full effect through the use of such buildings and grounds and through the full term of the Agreement. Said insurance shall name the Village of Middleport, its officers, employees and agents as additional insureds. At the request of the Village Clerk, proof of such insurance shall be provided prior to use of the building and grounds.

A. Commercial / General Liability

1. Coverage to be included on certificate:

- a) \$1,000,000 Each Occurrence
- b) \$2,000,000 aggregate

B. Excess/Umbrella Liability – Certificate Required

Monetary Limit: \$1,000,000 Each Occurrence

C. Commercial General Liability Insurance shall be Primary and Non-Contributory Insurance, and this Certificate of Insurance shall so indicate.

REGULATIONS FOR
VILLAGE RECREATION BUILDING
131 TELEGRAPH ROAD
MIDDLEPORT, NEW YORK

Have organization events and times for house use scheduled as far in advance as possible with the Village Clerk at the Village Hall.

The organization leader or person who made the reservation shall have a key, and when he or she enters the building, a quick survey should be made to determine:

- a) If any damage is apparent
- b) The condition of the floor and lavatories
- c) If any lights are out or missing
- d) The position of the thermostat
- e) The condition of the kitchen
- f) If any other organizational materials have been left out
- g) Any other condition that should be noted

If other than satisfactory, make a written note of each of the above and give to the Village Clerk at the Village Hall noting the date and time and including a signature.

Set thermostat to desired temperature.

After each event has concluded, a note of any damage should be written and handed in at the Village Hall. Cleaning and bathroom supplies are located in the closet to the left of the kitchen.

At the end of each event, the leader or person who made the reservation shall see to it that:

- a) The thermostat is set at 65 degrees Fahrenheit
- b) The floor is swept
- c) The lavatories are cleaned
- d) The kitchen is spotless, with water and stoves turned off
- e) All equipment is put away
- f) Trash cans and brooms are properly stored
- g) All lights are turned off
- h) All windows are closed and secured
- i) Doors are securely locked
- j) ***Trash is taken with you – not left at the Scout House***
- k) Outside grounds in close proximity to the building are cleared of any litter

The Village is not responsible for any injuries or lost articles.

DUE TO LIABILITY ISSUES, BOUNCE HOUSES OR ANY OTHER INFLATABLE PLAY EQUIPMENT ARE STRICTLY PROHIBITED ON VILLAGE-OWNED PROPERTY!

The building is checked every Monday by the Village Coordinator. Any organization or person who continually leaves the building in a less than satisfactory state will not be allowed use of it in the future.