

USE OF FACILITIES FORM
Inc. Village of Farmingdale

Guidelines for submission of application are as follows:

1. Review the Insurance Requirements for use of Village Property, and forward to your insurance carrier for issuance of required certificates. NOTE: The Village Board reserves the right to require alternative liability limits when applicable.
2. Complete Application - do not leave any blanks.

Today's Date: _____

Date(s) & Times Requested: _____

Facility Requested: _____

Name of Organization: _____

If not an organization, name of Individual _____

Nature of Event: _____

Will Food be served? _____

**Will there be rides/inflatables? _____

Group Size: _____

Person in Charge: _____

Address: _____

Phone #: _____

**See Page Two

USE OF FACILITIES FORM – Page Two
Incorporated Village of Farmingdale

The undersigned, an officer of the Organization requesting use of the Village’s facilities, or the individual requesting use of the Village’s facilities, guarantees observance of all regulations governing use of facilities of the Incorporated Village of Farmingdale, payment of any charges incurred and states that the organization agrees to indemnify and save harmless the Incorporated Village of Farmingdale and the Village Board against any and all claims for damages or injury to persons or property that may be occasioned by, or arise from, the use of such facilities.

Signed _____
Title _____
Address _____

Print Name _____
Date _____
Phone _____

Administrator’s Approval _____

A Use Permit will be returned to you when your date is confirmed. No one will be allowed to use municipal facilities without the Use Permit and a copy of the Insurance Certificate.

INSURANCE REQUIREMENTS FOR USE OF VILLAGE PROPERTY

An organization using Village property must comply with the Village's Use of Facility Standards. It is suggested that the organization maintain at a minimum the following, giving evidence of same to the Village in the **form of a Certificate of Insurance, copy of the General Liability Declarations Page and copy of the Additional Insured Endorsement and provide 30 days notice of cancellation, non-renewal or material change.** A New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipality's discretion. The insurance carrier must have an AM Best Rating of at least A-IX. **Workers Compensation and NYS Disability are required for any organization that has employees that will be working on the premises.**

I. COMMERCIAL GENERAL LIABILITY

Coverage	Occurrence - 1988 ISO or equivalent
Limits	General Aggregate \$2,000,000 Products-Comp/Ops Aggregate \$1,000,000 Personal & Advertising Injury \$1,000,000 Each Occurrence \$1,000,000 Fire Damage (Any one Fire) \$ 50,000 Medical Exp. (Any one Person) \$ 5,000
Additional Insured	Municipality and all appointed and elected officials, employees and volunteers Using ISO form CG2005 or equivalent
Unacceptable Exclusions	Athletic Participants and Sexual Abuse & Molestation
Mandatory:	If Alcohol is being served or sold, evidence of Liquor Law Legal Liability is required.

II. UMBRELLA LIABILITY - Recommended

Coverage	Umbrella or Excess Form providing excess of General Liability and Automobile Liability
Suggested Limit	\$2,000,000
Additional Insured	Municipality and all appointed and elected officials, employees and volunteers

III. **WORKERS COMPENSATION AND NYS DISABILITY**

Statutory coverage is required if the Organization has employees that will be working on the premises.

IV. **HOLD HARMLESS**

The undersigned, an officer of the organization requesting use of the Village's facilities, guarantees observance of all regulations governing the use of facilities of the Village of Farmingdale, payment of any charges incurred and states that the organization agrees to indemnify and save harmless the Incorporated Village of Farmingdale, all elected and appointed officials, employees and volunteers against any and all claims for damages or injury to persons or property that may be occasioned by, or arise from, the use of such facilities.