

VILLAGE OF DEPOSIT

USE OF FACILITIES

Before you fill out this form, please verify that the date(s) you need are available by contacting the Village of Deposit. No event is considered to be booked until form is returned with all signatures. Please do not publicize event until they are officially approved. Questions should be directed to the Village of Deposit by calling, 467-2492.

We request permission from the Village of Deposit facilities as listed below. As the person responsible for this activity, I agree to sign the Certification Regarding Use of Premises, to adhere to the rules below.

This form shall be submitted to the Village of Deposit @ 61 Front St., Deposit, NY 13754

At least 30 days prior to event.

General rules for the use of our facilities are:

- 1) Adults shall supervise children when entering and leaving the building, in the corridors, and in rooms being utilized.
- 2) Use shall be confined to the areas assigned.
- 3) Smoking and tobacco use is prohibited on all village property.
- 4) Please be sure to pick up (police) the area before leaving.
- 5) Adhere to the time schedule approved.
- 6) Users are responsible for maintaining space maximum capacity and clear zones. (ex. Fire zones/exits)
- 7) Where required, a Hold Harmless Agreement and appropriate insurance certification may be requested.

****IMPORTANT NOTE:** Neither Automatic External Defibrillators (AED) nor personnel trained in their use will be available to outside groups using V.O.D. facilities.

PLEASE PRINT

Organization Name: _____ Date of Request: _____

Event Activity: _____

Date(s): _____ Day(s) _____ Start Time: _____ End Time: _____

Person in Charge: _____ Address: _____

Home/Cell phone: _____ Signature of Requestor _____

BOARD OF APPROVAL DATE: _____

