

FEE \$50 PER
HOUR
WEEKDAYS ONLY
NO LATER THAN
6 PM

USE OF FACILITIES FORM
Inc. Village of Flower Hill

Guidelines for submission of application are as follows:

- 1. Review the enclosed Inc. Village of Flower Hill Municipality Policy on Use of Village Facilities.
- 2. Review the Insurance Requirements for using Municipal Facilities, and forward to your insurance carrier for issuance of required certificates. NOTE: The Municipal Board reserves the right to require alternative liability limits when applicable.
- 3. 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 Admission be Charged? _____

Will Food be served? _____

Group Size: _____

Person in Charge: _____

Address: _____

Phone #: _____

Special Request: _____

The undersigned, an officer of the Organization requesting use of the Inc. Village of Flower Hill's facilities, or the individual requesting use of the Inc. Village of Flower Hill's facilities, guarantees observance of all regulations governing use of facilities of the Inc. Village of Flower Hill, payment of any charges incurred and states that the organization agrees to indemnify and save harmless the Inc. Village of Flower Hill and the Municipal Board, 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.

Signed _____

Title _____

Address _____

Print Name _____

Date _____

Phone _____

Administrator's Approval _____

A copy of the application will be returned to you when your date is confirmed. This will become your Use Permit.

No one will be allowed to use municipal facilities without the Application, a copy of the Insurance Certificate, and the fee returned to the Municipality.

Insurance Requirements for Use of Facilities

Organization:

An organization using the facilities must comply with the Inc. Village of Flower Hill Use of Facility Standards. It is suggested that the organization maintain at a minimum the following, giving evidence of same to the Inc. Village of Flower Hill 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.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an AM Best Rating of at least A- IX. **Workers Compensation and NYS Disability is required for any organization that have 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)	\$ 100,000
	Medical Exp. (Any one Person)	\$ 5,000
Additional Insured	Inc. Village of Flower Hill and all appointed and elected officials, employees and volunteers using ISO form CG2026 or equivalent	
	Unacceptable Exclusions Athletic Participants and Sexual Abuse & Molestation	
Mandatory:	Contractual Liability to extend to Hold Harmless; If Alcohol is being served, evidence of Host Liquor Liability is required. If alcohol is being sold, evidence of Liquor Law Legal Liability is required.	

II. UMBRELLA LIABILITY - Recommended

Coverage	Umbrella Form or Excess following form of primary General Liability and Automobile Liability	
Suggested Limit	\$2,000,000	
Additional Insured	Inc. Village of Flower Hill 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.

Individual/Resident:

The Individual shall provide a copy of their Homeowners or Apartment/renter's Policy Declarations Page – minimum liability limit of \$300,000. Policy shall not exclude the off-premises activities of the insured.

* The Municipal Board reserves the right to require alternative liability limits when applicable.