

VILLAGE OF KINDERHOOK

6 Chatham Street, P.O. Box 325

Kinderhook, N.Y. 12106

APPLICATION FOR USE OF VILLAGE PROPERTY

- Check property to be used:
- Village Hall (2nd floor)
 - 2nd Floor Elevator
 - Village Square
 - Bandstand
 - Other _____
 - Playground Baseball Diamond
 - Playground Softball Diamond
 - Playground Little League Diamond
 - Playground Pavilion
 - Playground Tennis Court

Day(s) & Date(s) _____ Time(s) _____

Schedule of Dates Attached Rain Date _____

Purpose of Request _____

Name and Address of Organization _____

Name of Applicant _____

Approximate number in attendance _____

Will admission be charged? _____ If yes, amount _____

If for displaying sign, how long will sign be displayed? _____

Regulations:

1. All groups shall be supervised at all times by one or more adults.
2. Premise is to be left clean and furnishings shall be left as found.
3. In buildings, close windows, extinguish lights and lock doors when leaving.
4. Use only main entrance to building, do not block emergency exits.
5. Use of elevator requires key deposit (see separate regulations & instructions)
6. No disorderly conduct, horseplay, or loud noises.
7. Use of alcoholic beverages is not permitted, unless prior approval by Village Board
8. Promptly report damage, accident or unusual situations to Village Mayor or Trustee
9. Permit may be canceled, for cause, at the discretion of the Mayor or a Trustee.
10. A Certificate of Insurance naming the Village of Kinderhook an additional insured is required. (See Attached Insurance Requirements)

Agreement:

The undersigned is over 21 years of age and has read this form and above regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of _____ (organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village of Kinderhook from and against any and all liability, loss, damages, claims, or actions (including costs and attorney 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 Village of Kinderhook property, facilities and/ or services by _____ (Organization).

I/ We accept usage pursuant to the above terms and acknowledge liability for the cost of repairing or replacing any damage to the premises.

Signature of person or persons assuming responsibility _____

Dated: _____ Telephone _____

PERMIT GRANTED

PERMIT DENIED

BY _____

DATE _____

TITLE _____

Insurance Requirements

Commercial Users:

- A. The user hereby agrees to name the municipality as an additional insured on the Commercial General Liability Policy.
- B. The policy naming the municipality as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
 - Contain a 30 day notice of cancellation;
 - State that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers; and
 - Additional insured status shall be provided with ISO endorsement CG2026 or its equivalent.
- C. The user agrees to indemnify the municipality for any applicable deductibles.
- D. Enclose a copy of the endorsement providing additional insured status.
- E. Insurance Requirements:
 - **Commercial General Liability Insurance**
 - \$1,000,000 per occurrence \$2,000,000 aggregate
 - If Liquor is served: Liquor Legal Liability \$1M occurrence
- F. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subject it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

Individuals:

Required Insurance:

- **Homeowners Insurance**
- Section Two-Liability: \$300,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

Village Hall Elevator Regulations and Instructions

The elevator located at the back of the village hall (accessible by the doorway from the side alley) is intended only for the use of people who have a disability that prevents them from accessing the second floor of the Village Hall using the stairway and any assistants they may require. All other uses are prohibited.

Persons unfamiliar with the use and/or operation of the elevator should contact the Village Offices' for instruction and demonstration prior to use. Any damages caused by unauthorized use or persons shall be the responsibility of the individual or group for which a permit has been issued to use the Village Hall.

Persons or groups holding **private functions** may reserve use of the elevator for guests who may require special assistance in gaining access to the second floor. Persons or groups holding **public events** should reserve use of the elevator in the event a person requiring the use of the elevator is present.

Access to the elevator requires obtaining a door key and elevator key from the Village Clerk (Monday-Friday; 9:00 am to 1:00 pm). A \$50.00 deposit is required.

The large door key operates the door on the ground level to gain access to the elevator room.

The small key is used to "call" the elevator to the ground level or to the second floor if the elevator is not present. Place key in lock next to elevator door and turn clockwise one-quarter turn to activate the call switch to lower the elevator to the ground floor or to raise it to the second floor.

If the elevator is present, enter the elevator and insert the small key into the elevator lock and turn clockwise one-quarter turn to activate the elevator control switch to move elevator up or down. Use caution when entering or exiting the elevator.

DO NOT LEAVE THE KEY IN AN UNATTENDED ELEVATOR.

___ **\$50.00 Deposit Received With Copy Of This Notice To Applicant.**

By: _____ Date: _____

___ **\$50.00 Deposit Returned To Applicant.**

Received By: _____ Date: _____

Village of Kinderhook
PO Box 325
Kinderhook, NY 12106

ACCIDENT/INCIDENT REPORT FORM

Date of Incident: _____ Time: _____ PM/AM _____

Location: _____

Details of incident _____

Actions Taken: _____

Name of injured person: _____

Address: _____

Phone Number(s): _____

Date of birth: _____ Male: _____ Female: _____

Type of Injury: _____ Mild _____ Moderate _____ Severe

Specify First Aid Given : _____

By Whom: _____

Witness (es): *Please note the name and contact information for any witnesses to the incident*

Name: _____ Phone Number(s) _____

Address: _____

Name: _____ Phone Number(s) _____

Address: _____

Village Officials Signature: _____

Date: _____