

VILLAGE OF KINDERHOOK
6 Chatham Street, PO Box 325, Kinderhook, NY 12106

APPLICATION FOR USE OF VILLAGE PROPERTY

Check Property to Be Used:

- | | |
|------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Van Buren Hall | <input type="checkbox"/> Playground – K1 (Little League Field at Back) |
| <input type="checkbox"/> Van Buren Hall Lift | <input type="checkbox"/> Playground – K2 (Baseball Diamond at Rothermel Lane) |
| <input type="checkbox"/> Hudson Street Landing at Creekside Park | |
| <input type="checkbox"/> Village Square | <input type="checkbox"/> Playground – K3 (Middle Field) |
| <input type="checkbox"/> Bandstand | <input type="checkbox"/> Playground – Pavilion |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Playground – Tennis Court |

Day & Date _____ Times _____ Rain Date _____

Check if Multiple Dates – Attach Schedule

Purpose of Request _____

Approximate Number in Attendance _____

Applicant Name _____

Check if You Are Applying for an Organization**

Name and Address of Organization _____

Check if you will be charging admission or accepting donations

Check if you will be requiring use of Van Buren Hall lift [If checked, see attached lift instructions]

General Rules:

1. Groups shall be supervised at all times by one or more adults.
2. Premise is to be left clean and furnishings (if applicable) 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. No disorderly conduct is allowed.
6. Promptly report damage, accident, or unusual situations to Village Mayor or Trustee at 518.758.9882 (Monday-Friday 9am-1pm) or 518.758.6177 or 518.265.1208 (after business hours).
7. Permit may be canceled, for cause, at discretion of Village Mayor or Trustee.
8. Maximum capacity of Van Buren Hall is 176 people.

Alcoholic Beverages:

1. Use of alcoholic beverages is not permitted, unless prior approval by Village Board.

****Insurance:**

1. A Certificate of Insurance naming the Village of Kinderhook as an additional insured is required for applying organizations. (See attached for insurance requirements.)

Application Continues on Back – Signature Required

Agreement:

The undersigned is over 21 years of age and has read this form and the above rules and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of he facilities. He/she, on behalf of

(Print Name) _____

does hereby covenant and agree to defend, indemnify, and hold harmless the Village of Kinderhook from and against 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.

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

Signature of person or persons assuming responsibility:

Dated: _____

Contact Telephone No.: _____ (h)

_____ (c)

Contact Email Address: _____

PERMIT GRANTED

PERMIT DENIED

BY _____

TITLE _____

DATE _____

**VILLAGE OF KINDERHOOK
VAN BUREN HALL LIFT**

The lift is intended for use by mobility-impaired persons or their companions only and **is not to be used for freight.**

Location: Lift entrance is accessible by exterior doorway at the back of the side alley located on the south side of Village Hall - 6 Chatham Street.

User Regulations:

Persons or groups holding **private functions** may reserve use of lift for guests who may require special assistance to the second floor.

Persons or groups holding **public events** should reserve use of the lift in the event a person or persons attending the event may require use of the lift.

Any damages caused by unauthorized use or persons operating lift shall be the responsibility of the individual or group for which a use-permit has been issued.

WEIGHT CAPACITY: 750 lbs.

Lift Use Instructions:

Private or public event organizers **are required to contact the village's clerk or deputy clerk for instruction and a demonstration on lift operation prior to use.**

Access to lift requires obtaining keys (3) from village clerk or deputy clerk.

1. Turn on lift and entry lights using switch located at left of entryway.
2. Small key is used to call lift to ground level or second floor if lift is not present. Insert small key in lock below black call button located to left of lift door.
3. Turn key clockwise one-quarter turn to activate call switch to lower lift to ground floor or to raise it to second floor.
4. If lift is not present, press black call switch either "up" or "down."
5. If lift is present, enter lift and insert small key into lift lock and turn one-quarter turn clockwise to activate lift control switch which moves lift up or down. Leave key in position while pressing the black control switch.
6. Hold black control switch until lift reaches the exit door and you hear an audible "click" sound. This means the door may be opened.
7. Before exiting, turn lift key one-quarter counter clockwise and remove.
8. Push on lift door to open and exit.
9. Use caution when entering or exiting lift.

Note: For safety, lift doors will not open until lift has been raised or lowered to appropriate locked-in position. Listen for a "click" sound, which indicates that lift door may be opened.

IMPORTANT: DO NOT LEAVE KEY IN AN UNATTENDED LIFT.

Continues on Back – Signature Required

\$50 key deposit is required for those reserving use of lift.

[] \$50 Key Deposit Received with Copy of this Notice to Applicant.

BY: _____ DATE: _____

[] \$50 Key Deposit Returned to Applicant.

BY: _____ DATE: _____

As applicant, I agree that I will be providing an operator for the lift during my event. I confirm that I have received instruction from village clerk or deputy clerk or other representative of the Village of Kinderhook on operation of the lift prior to the event.

Signature of Applicant: _____ Date: _____

Print Name of Applicant: _____

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 of Kinderhook Property Rental-Fees

**Van Buren Hall Rental-6 Chatham Street,
Kinderhook** (revised 09/12/2018)

TYPE OF USE	# HOURS	ADD'TL INSURED CERTIFICATE	COPY HOMEOWNER'S INSURANCE	FEE EFFECTIVE 11/9/16	REFUNDABLE DEPOSIT PER EVENT IF NO DAMAGE	APPROVAL BY VILLAGE BOARD
NOT FOR PROFIT	0-2 Hours	✓		No Charge	\$100	✓
NOT FOR PROFIT	3-4 Hours	✓		No Charge	\$100	✓
NOT FOR PROFIT	Over 4 Hours	✓		No Charge	\$100	✓
NOT FOR PROFIT W/DONATION OR ADMISSION	0-2 Hours	✓		\$25	\$100	✓
NOT FOR PROFIT W/DONATION OR ADMISSION	3-4 Hours	✓		\$50	\$100	✓
NOT FOR PROFIT W/DONATION OR ADMISSION	Over 4 Hours	✓		\$100	\$100	✓
COMMERCIAL/PROFIT	0-2 Hours	✓		\$25	\$100	✓
COMMERCIAL/PROFIT	3-4 Hours	✓		\$50	\$100	✓
COMMERCIAL/PROFIT	Over 4 Hours	✓		\$100	\$100	✓
PERSONAL/RESIDENT	0-2 Hours		✓	No Charge	\$100	✓
PERSONAL/RESIDENT	3-4 Hours		✓	No Charge	\$100	✓
PERSONAL/RESIDENT	Over 4 Hours		✓	No Charge	\$100	✓
PERSONAL/NON-RESIDENT	0-2 Hours		✓	\$25	\$100	✓
PERSONAL/NON-RESIDENT	3-4 Hours		✓	\$50	\$100	✓
PERSONAL/NON-RESIDENT	Over 4 Hours		✓	\$100	\$100	✓

Note: Refundable deposit waived for long term use.

For information about multiple-event use, please see clerk.

Rothermel Park-Rothermel Lane, Kinderhook

TYPE OF USE	# HOURS	ADD'TL INSURED CERTIFICATE	COPY HOMEOWNER'S INSURANCE	FEE EFFECTIVE 11/9/16	REFUNDABLE DEPOSIT IF NO DAMAGE	APPROVAL BY VILLAGE BOARD
NOT FOR PROFIT	N/A	✓		No Charge	\$100	✓
COMMERICAL/PROFIT	N/A	✓		\$50	\$100	✓
PERSONAL/RESIDENT	N/A		✓	No Charge	\$100	✓
PERSONAL/NON-RESIDENT	N/A		✓	\$50	\$100	✓