

# APPLICATION FOR USE OF VILLAGE PROPERTY

(CHECK ONE)

FACILITY \_\_\_\_\_ PARK \_\_\_\_\_ BEACH \_\_\_\_\_

## Requirements:

- **Must be a local civic or charitable organization**
- **Must provide a certificate of insurance**

Date of Application \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Name \_\_\_\_\_

BY \_\_\_\_\_

Home Address \_\_\_\_\_

Phone # \_\_\_\_\_

Organization \_\_\_\_\_

Phone # \_\_\_\_\_

Name & Position

Address

Phone#

Days Requested: Day(s) \_\_\_\_\_

Date(s) \_\_\_\_\_

Time Requested: From \_\_\_\_\_

To \_\_\_\_\_

Location Requested \_\_\_\_\_

Number of Expected Daily Participants \_\_\_\_\_

Will Alcoholic Beverages be Consumed? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, will they be sold? \_\_\_\_\_

Will Admission be Charged? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, how much? \_\_\_\_\_

Describe Event/Activity/Program to be Held and its Purpose \_\_\_\_\_

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

*I attest that my organization will pay a fee equivalent to the estimated fee or other fee as may be requested/required, pursuant to the rules governing this application.*

*Responsibility: Lessee is and shall be responsible for any and all damage(s) arising from his/her guests and others, or their use of the Municipality's facilities regardless of the action or inaction of the Municipality or its members, agents, Board Members, officers and employees. Lessee shall indemnify and hold/save harmless the same from any and all claims and/or lawsuits arising from the use of Facilities. The Municipality is not and shall not be under any obligation to supervise or oversee Lessee's use of Municipal Facilities.*

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Administrator 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 with the following Limits of Coverage:

COMMERCIAL GENERAL LIABILITY

Coverage	Occurrence – 1988 ISO or equivalent	
Limits	General Aggregate	\$2 million
	Product-Comp/Ops Aggregate	\$1 million
	Personal & Advertising Injury	\$1 million
	Each Occurrence	\$1 million
	Fire Damage (any one fire)	\$50,000
	Medical Expense (any one person)	\$5,000
Additionally Insured	Incorporated Village of Sea Cliff and all appointed & elected officials, employees and volunteers (using ISO Form CG2005 or equivalent)	
Mandatory	If alcohol is being served, evidence of Host Liquor Liability is required. If alcohol is being sold, evidence of Liquor Law Liability is required.	

Individual Resident

The individual shall provide a copy of their Homeowners or Apartment Renter's Policy Declarations Page Minimum Liability limit of \$100,000

Policy shall not exclude the off-premises activities of the insured.

Village Board reserves the right to require alternative liability limits when they deem appropriate and/or applicable