

**Town of Wellsville
156 N Main St Wellsville NY 14895**

APPLICATION FOR USE OF COMMUNITY FACILITIES

Today's Date: _____ Date(s) Requested: _____

Facility Requested: _____

INFORMATION ABOUT YOUR GROUP

Name of Organization or Individual: _____

Time: _____ to _____. Your supervisor in charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds are used for? _____

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Town of Wellsville for the use and care of the facilities. He/she, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold harmless the Town of Wellsville from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys 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 the Town of Wellsville property, facilities and/or services by _____. The Town of Wellsville is not responsible for lost or stolen goods.

Chairman of Event/Date

Town of Wellsville/Date

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

Town of Wellsville
156 N Main St Wellsville NY 14895
585-593-1780

FACILITY USE REQUIREMENTS

Permits may be revoked at any time.

The use of all Recreational and Parks facilities shall be subject to the approval and rules of the Town Board.

1. Organizations wishing to use municipal facilities shall first apply to the Town Clerk on the prescribed form. The Superintendent or his/her designee has final authority on approval.
2. In the event of inclement weather, the Superintendent or his designee has the final authority on whether facilities are usable.
3. **Alcohol use is allowed only by permit. Alcohol is not permitted in glass bottles.**
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions.
7. Organizations using the facilities must clean-up afterwards or forfeit deposit. All trash has to be place in provided trash receptacles. For larger events, trash removal and litter control plan has to be submitted and approved by the Town Board.
8. All cooking devices brought in the Park/Lagoon must be licensed, registered and insured. (Pertains to large events where food if sold.)
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The emergency telephone number for police is: 585-593-5600. The appropriate authority must be contacted in the event of an emergency.
11. Open campfires are not allowed in the Park or Lagoon. The organizations that sponsor activities in the Park or Lagoon are responsible to make certain that every participant is aware of the prohibition.
12. Sanitary Facilities: Sponsor is responsible for the rental and removal of Porto-Johns, (1 per 75 guests) **NO EXEMPTIONS! **MANDATED BY THE ALLEGANY COUNTY HEALTH DEPARTMENT****
13. When required, users must provide the following insurance prior to using facilities.

FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:

Commercial Users:

- A. The user hereby agrees to name the Town & Village of Wellsville as a named **additional insured** on the user's 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 CG 2026 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. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate
- F. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects 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: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

Pavilion Requested/ Size Guidelines	Rental Fee Monday-Thursday	Rental Fee Friday-Sunday	Cleaning Deposit
Island Park/Main-75 people	\$30.00	\$75.00	\$25.00
Lagoon Pavilion- 100 people	\$30.00	\$85.00	\$25.00
Genesee Pavilion-40 people	\$30.00	\$55.00	\$25.00
Dyke Pavilion-20 people	\$30.00	\$50.00	\$25.00
White Gazebo- 10- 15 people	\$30.00	\$55.00	\$25.00
Handicap Gazebo-10-15 people	\$30.00	\$55.00	\$25.00
Whole Park	\$100.00	\$300.00	\$100.00
Ball fields	\$20.00	\$20.00	NONE

No Fee Required:

1. Any individual/company/group wishing to use Island Park and/or ball fields for an event free and open to public participation will not be charged.
2. Any individual/company/group wishing to use Island Park and/or ball fields solely for the purpose of a pick-up or drop-off point will not be charged and insurance will not be required.

Fee Required:

1. Any individual/company/group wishing to use Island Park and/or ball fields for the purpose of having a private event (closed to the public) will be charged accordingly.
2. Any individual/company/group wishing to use Island Park and/or ball fields for an event requiring a registration fee, must pay the user fee plus the cleaning deposit for use of the park and/or ball fields unless a donation of some type is made by the individual/company/group, at the discretion of the Town Board, within that calendar year.
3. Any Volunteer Emergency Service is exempt from the Town of Wellsville user fee.

Special and/or Large Events

The following entities must be contacted and advised of your special event. You will be required to supply the detailed information they require and obtain any permits they would need to issue to allow your special event as you describe it. You are required to initial each line below that is required for your event and return it to the town clerk at least five (5) days before the start date of your event. Your initials on the appropriate required line will be proof your organization has all approvals required by law.

Initial or
Not Required

Contact

Wellsville Police Department – 585-593-5600

New York State Police – 585-268-9030

Allegany County Sheriff’s Department 585-268-9200

Allegany County Department of Health – 585-268-9250

NYS Department of Conservation

Wellsville Town Highway Department – 585-593-5140

Wellsville Village Department of Public Works – 585-593-1850

Wellsville Volunteer Ambulance Corp – 585-593-1800

Large event trash Removal & Litter Plan

Large Event Additional Sanitary Facilities

Proof of Additional Insurance

Printed Name of Applicant _____ Date Submitted To Town _____

Town Representatives Initials _____