**INCORPORATED VILLAGE OF WILLISTON PARK**

**USE OF FACILITIES FORM**

**Guidelines for submission of application are as follows**

1. Review the enclosed Inc. Village of Williston Park 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.

**4. Any vendors hired must comply with the insurance requirements of the Village for Independent**

 **Contractors/Vendors of residents/groups that are using village facilities.**

5. Return application to the office of Village Clerk. Permit for event will be issued upon approval.

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? \_\_\_\_\_\_\_

Will alcohol be served? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Size:\_\_\_\_

**Will outside vendors be hired? If yes, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Person in Charge:\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Special Request:

The undersigned, an officer of the Organization requesting use of the Inc. Village of Williston Park’s facilities, or the individual requesting use of the Inc. Village of Williston Park’s facilities, guarantees observance of all regulations governing use of facilities of the Inc. Village of Williston Park, payment of any charges incurred and states that the organization hereby agrees to indemnify and save harmless the Inc. Village of Williston Park and the Village Board, its employees, agents, representatives 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, including reimbursement to the Village of reasonable attorneys fees incurred as a result of defending such claims.

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

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

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

 Administrator’s Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Insurance Requirements for Use of Facilities

**Organization:**

An organization using the facilities must comply with the Inc. Village of Williston Park 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 Williston Park 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 Village’s 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 Williston Park 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**

 Coverage Umbrella Form or Excess following form of primary General Liability and Automobile Liability

 Suggested Limit $5,000,000

 Additional Insured Inc. Village of Williston Park 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.

\* The Village Board reserves the right to require alternative liability limits when

 applicable.