

# APPLICATION FOR USE OF PATTERSON RECREATION FACILITIES

In order to consider your request for the use of the Facilities, please complete the following information and mail to the Patterson Recreation Center, Attn: Scheduling Director, P.O. Box 278, Patterson, New York 12563. Please submit this application at least two weeks prior to the desired date of use.

## TO BE COMPLETED BY THE APPLICANT

ORGANIZATION: \_\_\_\_\_ DATE OF USE: \_\_\_\_\_  
NAME: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ TIME: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
PURPOSE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## FACILITY USAGE

ACTIVITY: \_\_\_\_\_ ROOMS YOU ARE REQUESTING \_\_\_\_\_  
WILL ACTIVITY BE OPEN TO PUBLIC? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
NUMBER OF ADULTS EXPECTED: \_\_\_\_\_ CHILDREN: \_\_\_\_\_ TOTAL: \_\_\_\_\_  
ADMISSION CHARGE (DOLLAR FIGURE IF YES): YES: \_\_\_\_\_ NO: \_\_\_\_\_  
IS KITCHEN FACILITY NEEDED YES: \_\_\_\_\_ NO: \_\_\_\_\_

Note: Occupancy of the gym is limited to 800 persons as per the NYS Fire Code.  
Occupancy of the Recreation Room is limited to 150 persons as per the NYS Fire Code.

## INSURANCE INFORMATION

### APPLICATION MUST HAVE CERTIFICATE OF INSURANCE ATTACHED

Do you (the requesting applicant); have an in-force General Liability Policy? \_\_\_\_\_  
If yes, what are the limits of liability? Bodily Injury \$ \_\_\_\_\_ Property Damage \$ \_\_\_\_\_

**Please provide a copy of Certificate of Insurance:** the Certificate should name the Town of Patterson as an Additional Insured. If the applicant hires an outside vendor i.e., caterer, etc., the vendor must provide the Town with a copy of a Certificate of Insurance, which indicates coverage for General Liability, including Products and Completed Operations coverage, and Worker's Compensation for their employees. The vendor policy should also name the Town of Patterson as an Additional Insured.

## RULES FOR THE USE OF THE PATTERSON RECREATION CENTER

- No food or drinks are allowed in gym area. All drinks and food can be kept in lobby outside the gym.
- Light soled basketball sneakers must be used on the gym floor. Dark soled sneakers are not acceptable.
- Permits must be completed and approved by the scheduling director prior to use of the room.
- The availability of the room will be on a first request basis.
- Completed permits include all necessary information.
- A \$300. Security deposit required for cleaning /damage. To be held by Patterson Rec. This deposit is refundable providing that the room is satisfactorily cleaned after use. **Wall hangings, scotch tape, nails, push pins, etc. are prohibited.** Table decorations are permitted. Kitchen and restrooms must be cleaned, tables and chairs must be put back in position and floors must be swept and mopped.

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Rules Continued

- A 50% Rental deposit required 30 days prior to event to hold reservation. Balance due on the day of event.
- All fees must be paid prior to the use of the room. Set-up & clean-up time will be incorporated into time rented.
- **No alcoholic beverages will be permitted in the building or on Town property.**
- **No smoking will be permitted in the building.**
- A valid insurance policy will be required prior to any approval of permits. Policy requires groups to have
- \$1,000,000 worth of liability insurance naming the Town of Patterson as an additional insured. Un-expired insurance certificates must be submitted when approval is granted and prior to use of the facilities.
- A signed Agreement to hold the Town of Patterson harmless against any liability will be required.
- Functions involving children must be properly chaperoned.

- Violations of these rules will result in the loss of the \$300.00 deposit as well as possible legal action and the parties involved being banned from future use of, and participation in, recreation facilities and events.
- Use of the recreation facilities will not be approved if the individual or group has an outstanding balance due from previous use.
- Additional fee of 1/hr will be charged for every 15 minutes in excess of the approved permit.
- In consideration for accepting this application I the undersigned, intending to be legally bound for myself, my heirs, executor, administrators and assigns, waive and release any rights and claims for damages, or lost or stolen equipment, I may have against any or all agents, chaperones, or employees of the Town of Patterson and any other sponsors, their representatives, successors and assigns for any and all injuries and/or damage suffered to any of the equipment used in connection with this activity. The undersigned will provide insurance for the aforementioned activity.

**Cancellation Policy:** Rental deposit will be refunded less \$100.00 processing fee ONLY if the room can be rented  
**Please Note:** The occupancy of the whole gym is limited to 800 persons as per the NYS Fire Code.  
 The occupancy of the recreation room is limited to 150 persons as per the NYS Fire Code.  
**FYI:** The whole gym is approximately 10,000 square feet  
 The recreation room is approximately 30 feet by 60 feet.

### AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by and between the TOWN OF PATTERSON, a municipal corporation of the State of New York, having its principal offices at 1142 Route 311, Patterson, NY 12563, hereinafter referred to as TOWN; and \_\_\_\_\_, residing at \_\_\_\_\_, New York, hereinafter referred to as LESSEE;

WHEREAS, LESSEE has requested the use of the TOWN of Patterson Recreation Center Facility, and

WHEREAS, the TOWN wishes to provide the facility to the LESSEE;

NOW, IN CONSIDERATION of the mutual covenants contained herein, the TOWN and the LESSEE hereby agree as follows:

1. The LESSEE, its successors, heirs and assigns hereby agrees to hold the TOWN harmless and indemnify the TOWN in connection with any activity which takes place while the LESSEE is using the Recreation Center. Furthermore, the LESSEE shall indemnify and hold harmless the TOWN, its officers, employees and agents from and against any and all liability, damage, claim, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the acts or omissions hereunder by the TOWN or third parties under the direction or control of the TOWN; and
2. The LESSEE shall also provide defense for and defend, as its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the Agreement and to bear all other costs and expenses related thereto.
3. The LESSEE shall comply with the rules and regulations governing the use of the Recreation Center which have been established by the Town of Patterson Recreation Advisory Board, and have been attached hereto as Schedule "A" and incorporated herein as if set forth at length.

IN WITNESS WHEREOF, the parties have executed this Agreement in Patterson, New York on the date hereinafter set forth.

Signature: \_\_\_\_\_  
Lessee

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Town Employee

Date: \_\_\_\_\_