

**VILLAGE OF PORT DICKINSON
Work Session Agenda
January 28, 2014
5:00pm
at Port Dickinson Village Hall**

1. Report for FY 2013-2014 and budget preparation for FY 2014-2015

POLICY ON PUBLIC USE OF VILLAGE HALL
Adopted by the Village Board of Trustees on _____, 2007

1. The Village Hall is available for use by community organizations, businesses, and individuals. The Village Hall is not available for these purposes: sale or promotion of business products or services; religious proselytization; political campaign activities; any event for which an admission fee is charged; or any use or manner of use prohibited by law. Such prohibited uses do not limit or exclude other uses which may be prohibited by the Village. Restriction of political campaign activities is not intended to restrict use of the facilities by elected or appointed officials for Village meeting purposes or any other Village-related business. Granting permission for the use of the facilities does not imply Village approval of the group or of the ideas presented at the meeting.
2. Use of the Village Hall is scheduled through the Village office at 771-8233 (fax 771-8235) from 8:00 a.m. to 4:30 p.m., Monday through Friday. Reservations will be taken no more than 90 days in advance of the reservation date and are on a first come, first served basis with the exception that Village use always takes priority. Groups and individuals wishing to use the Village Hall shall first apply to the Village Office on the prescribed Application Form attached hereto.
3. The Village Hall is available from 8:00 a.m. to 9:00 p.m. daily.
The Village Hall must be vacated by 9:00 p.m.
4. The Village charges a \$25.00 non-refundable fee for the use of the Hall, which fee may be waived for any religious, civic, educational or philanthropic organization which is resident or located in the Village. Any waiver of the fee shall not imply that the fee will be waived upon any future request or on a continuing basis. Payment of the fee may be made in cash, or by check made payable to the order of the Village of Port Dickinson at least 1 week in advance of the requested reservation date. Payment must be submitted before any reservation is considered final. Submission of payment implies agreement to abide by the Village Hall use policy.
5. The Village Hall may be used by groups of 25 to 75 persons. The actual number of people that the Village Hall can accommodate may vary with different table and chair arrangements. Any group with youth under age 18 years old requires the presence of adequate adult supervision at all times.
6. Smoking is not permitted. Alcoholic beverages are not permitted. All posted rules and regulations must be adhered to.
7. 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.
8. The Village Hall is equipped with a projection screen only. Groups are responsible for bringing their own supplies and should not use Village supplies nor ask Village Hall staff to provide needed supplies. Groups using the small kitchen adjacent to the meeting room must leave the kitchen in an orderly condition and remove all refuse and/or garbage.
9. Any group which does not leave the Village Hall by 9:00 p.m. (or other closing time), fails to leave the room in satisfactory condition, does not clean the kitchen, or damages the premises may be billed for the cost of clean-up and/or damages.

If any such bill is not paid or if noncompliance persists, then the group will not be allowed to use the Village Hall in the future.

10. Any damage to the premises shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, the user must make sure all doors are locked and lights are turned out when leaving.
 11. Permits may be revoked at any time.
 12. The emergency telephone number for police is 722-1255; for fire is 911. The appropriate authority must be contacted in the event of an emergency.
 13. Groups or individuals wishing to use the Village Hall must obtain and present to the Village Clerk, prior to use of the Village Hall, a Certificate of Insurance evidencing the requirements listed below. The failure of the Village 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 Village. **Failure to provide the required Certificate of Insurance prior to use will result in revocation of your permit.**
- Commercial Users:

D. The user hereby agrees to effectuate the naming of the Village as an unrestricted additional insured on the user's policy.

E. The policy naming the Village as an additional insured shall:

(i) be an insurance policy from an A.M. Best rated A - NYS licensed insurer;

(ii) contain a 30-day notice of cancellation;

(iii) state that the organization's coverage shall be primary coverage for the Village, the Board of Trustees, employees and volunteers; and

(iv) additional insured status shall be provided with ISO endorsement CG2026 or its equivalent.

- C. The user agrees to indemnify the Village for any applicable deductibles.
- D. Enclose a copy of the endorsement providing additional insured status.
- E. Required insurance: Commercial General Liability Insurance,
\$1,00,000.00 per occurrence/\$2,00,000.00 aggregate.
- F. User acknowledges that failure to obtain such insurance on behalf of the Village constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Village.

Individuals:

Homeowners Insurance. Section Two - Liability: \$100,000.00 limit of liability. Policy shall not exclude the off-premises activities of the insured.

- 15. Any questions regarding interpretation of this policy shall be referred to the Village Board of Trustees at their next regularly scheduled meeting. In the event that the reservation date requested will be prior to such regularly scheduled meeting, then the Mayor, his or her designee, or the Village Clerk, in their sole discretion, shall have the authority to respond to questions regarding interpretation of this policy.

786 Chenango Street
Binghamton, NY 13901
Phone: 771-8233
Fax: 771-8235

APPLICATION FOR USE OF VILLAGE HALL

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

INFORMATION ABOUT YOU OR YOUR GROUP

Name of Organization or Individual: _____

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

Mailing Address: _____

Telephone (Day): _____ (Night): _____

INFORMATION ABOUT YOUR INTENDED USE OF THE VILLAGE HALL

Purpose of Use: _____

Total Number of Participants Expected: _____ Adults: _____ Children: _____

Is material or equipment required from the Village? Yes _____ No _____

If needed, state what types and for what purpose: _____

Residents (Number): _____ Non-Residents (Number): _____

AGREEMENT

The undersigned is over 21 years of age and has read this form and the attached Policy On Public Use of Village Hall and agrees to comply with them. He/she/said organization agrees to be responsible to the Village for the use and care of the Village Hall. He/she/said organization does hereby covenant and agree to defend, indemnify and hold harmless the Village from and against any and all liability, loss, damages, claims, or actions (including without limitation 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 Village Hall.

Signature of Organization's Representative

Address: _____

Signature of Individual

Telephone: _____

READ ATTACHED POLICY ON PUBLIC USE AND RETURN COMPLETED APPLICATION TO THE DEPUTY VILLAGE CLERK.