

**TOWN OF NEW WINDSOR
555 UNION AVENUE
NEW WINDSOR, NY 12553
845-565-8800 (Town Hall)
845-565-7750 (Recreation Department)**

**APPLICATION FOR USE OF
INDOOR 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 material or equipment required from Town of New Windsor? Yes _____ No _____

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

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds be used for? _____

AGREEMENT

The undersigned is a Town of New Windsor resident over 21 years of age and has read this form and attached regulations and agrees to comply with them. He agrees to be responsible to the Town of New Windsor for the use and care of the facilities. He, on behalf of _____(organization) does hereby covenant and agree to defend, indemnify and hold harmless the Town of New Windsor 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 New Windsor's property, facilities and/or services by _____(organization).

Signature of Organization's
Representative

Address: _____
Telephone Number: _____

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO ABOVE ADDRESS

ATTENTION: MATTHEW VERONESI, RECREATION DIRECTOR

**TOWN OF NEW WINDSOR
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**INDOOR
FACILITY USE REQUIREMENTS**

The use of all Recreational and Parks facilities shall be subject to the approval and rules of the Recreation Department administered by the Director of Recreation.

1. **ANY AND ALL EVENTS SPONSORED BY THE TOWN OF NEW WINDSOR SHALL HAVE PRIORITY IN SCHEDULING OVER OTHER NON-TOWN SPONSORED EVENTS.**
2. Organizations wishing to use municipal facilities shall first apply to the Director of Recreation on the prescribed form. The Director or his designee has final authority on approval.
3. The Director or his designee shall have the final authority on the use of the facility and resolutions of conflicts in scheduling. Cancellations or delays will be rescheduled at the discretion of the Director.
4. **Possession of alcoholic beverages or controlled dangerous substances is strictly prohibited and cause for ejection and/or further prosecution. The private sale of any food and/or beverage is strictly prohibited.**
5. **All fog machines and/or smoke machines are strictly prohibited.**
6. All posted rules must be adhered to. No person shall perform any act which produces unreasonably intrusive sound or noise.
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. Any damage to municipal facilities shall be promptly repaired at the user's expense. The Director of Recreation or his designee is authorized, at his discretion, to require cash or other damage deposits. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
9. Organizations using the facilities must clean-up afterwards. The Recreation Department reserves the right to require a clean-up bond.
10. Permittee must have possession of permit at time of use. Permits may be revoked at any time. Permits are non-transferable.
11. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
12. The fee for use is: Community Center - N.W. Residents: \$300 first 5 hours/ \$50 each additional hour. Non-Residents: \$350 first 5 hours/\$50 each additional hour. Early Set up fee: \$50. Stewart Gym – N.W. Teams: \$65/hour. Non-N.W. Teams: \$75/hour. All fees are payable with application. **NO PERMIT WILL BE ISSUED UNTIL ALL FEES ARE PAID.**

13. In the event of an accident or emergency, please immediately notify the Town of New Windsor Police Department at 845-565-7000 or Town of New Windsor Recreation Department at 845-565-7750.
14. **REFUND POLICY: NO REFUNDS, WHAT-SO-EVER, WILL BE ISSUED FOR RENTALS OF THE COMMUNITY CENTER.**
15. Users must provide the following insurance prior to using facilities.
NO PERMIT WILL BE ISSUED WITHOUT PROOF OF INSURANCE:
All Users:
 - A. The user hereby agrees to effectuate the naming of the Town of New Windsor as an unrestricted additional insured on the user's policy.
 - B. The policy naming the Town of New Windsor 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 Town of New Windsor, 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 Town of New Windsor for any applicable deductibles.
 - D. Enclose a copy of the endorsement providing additional insured status.
 - E. Required Insurance:
 - **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 Town of New Windsor constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Town of New Windsor. The user is to provide the Town of New Windsor with a certificate of insurance, evidencing the above requirements have been met. The failure of the Town of New Windsor 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 Town of New Windsor.
 - G. At the discretion of the Director of Recreation, the requirements of A-F above may be waived or modified. In the event of any such waiver or modification, the user hereby agrees to hold the Town of New Windsor harmless for any and all negligence except for that of its employees or for any injuries or damages which are the result of any dangerous condition of the property of which the Town of New Windsor has actual or constructive notice.