

VILLAGE OF HANNIBAL

Established 1860

Mayor
Ronald Greenleaf
Elizabeth Quaile Clerk/Treasurer
824 Cayuga Street
Hannibal, NY 13074

Board of Trustees
Charles Fadden
Terry Wilbur
Wendell Blanchard
Kyle McKinnon
TDD 1(800) 795-3272
Telephone (315) 564-7115

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 material or equipment required from Village of Hannibal? Yes _____ No _____

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

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

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds be 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 Village of Hannibal for the use and care of the facilities. He/she, on behalf of (Name of Organization) _____ does hereby covenant and agree to defend, indemnify and hold harmless the Village of Hannibal 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 Village of Hannibal's property, facilities and/or services by (Organization) _____.

Signature of Organization's
Representative

Address: _____
Telephone Number: _____

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READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:

Village of Hannibal

ATTENTION: MUNICIPAL CONTACT PERSON

Village of Hannibal•824 Cayuga Street• Hannibal, NY 13074
FACILITY USE REQUIREMENTS

The use of all village facilities shall be subject to the accompanying rules of use and approval of the village clerk or mayor.

1. Organizations wishing to use municipal facilities shall first apply to the village clerk on the prescribed form.
2. In the event of inclement weather, the village clerk or mayor has the final authority on whether facilities are usable.
3. All posted rules must be adhered to.
4. 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.
5. Any damage to municipal facilities shall be promptly repaired by the Village at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
6. Organizations using the facilities must clean-up afterwards.
7. Permits may be revoked at any time.
8. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
9. The fee for use is \$____, payable before use begins.
10. A public telephone is located in _____. The emergency telephone number for police is: _____; fire _____. The appropriate authority must be contacted in the event of an emergency.
11. 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 effectuate the naming of the Village of Hannibal as an unrestricted additional insured on the user's policy.
- B. The policy naming the Village of Hannibal 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 Village of Hannibal, 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 Village of Hannibal 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 Village of Hannibal constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Village of Hannibal. The user is to provide the Village of Hannibal with a certificate of insurance, evidencing the above requirements have been

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met. The failure of the Village of Hannibal 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 of Hannibal.

Individuals:

Required Insurance:

- **Homeowners Insurance**
Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

13. In the event of an accident, please notify the custodian on duty, or call the business office the next morning.