

Town of South Bristol

Usage Policy for Town Facilities

While the primary purpose for all Town facilities is for government activities, the Town Board identified certain facilities that are suitable for use by the community. Use is limited to South Bristol community sponsored, not for profit activities.

Facilities Available for Usage

The large meeting room and small conference room in the Town Hall and scenic overlook located on County Road 12 are available for community sponsored or not for profit activities. The Town Transfer Station and Highway Department complexes are by their very nature light industrial sites and as such are unavailable under this policy for usage by any group or individual.

Facility Use Policy Requirements

- Completion of the South Bristol Usage Application.
- Scheduling for the use of any rooms must be done at least one month prior to the event.
- Scheduled dates must have a start and an end time specified.
- When scheduling the event you must provide a contact name and telephone number as well as a contact person who will be in attendance at the event, if different than contact.
- The Town of South Bristol has no equipment available for use.
- Chairs and tables are to be returned to their original positions. All doors are to be closed, locked and lights turned off. All generated trash must be removed from the premises.
- Food and beverage must be served within the meeting room and not in hallway area.
- No organization can reserve the rooms for more than three days within a week.
- Smoking is prohibited in building.
- No tape, tacks or decorations may be placed on any surface.
- Any damage to municipal facilities shall be promptly repaired at the user's expense
- Permits may be revoked at any time.
- Any organization or group which includes youth under age 18 years of age must provide adult (age 21 or above) supervision at all times with a minimum ratio of 1 adult to 6 youths.
- The refundable deposit for the facility usage is \$100.00 payable with the application. The deposit may be waived at the Board's discretion.
- Rental Fees are: \$50.00 for large meeting room; \$25.00 for conference room, and \$25.00 for the County Road 12 Scenic Overlook.
- The Town of South Bristol, at the Board's discretion, may waive the requirement for a Certificate naming the Town of South Bristol as an additional insured.
- **We must be notified promptly of any cancellations.**

The applicant is agreeing to comply with the above stated conditions and regulations with regard to alcohol use and consumption. You are assuming the responsibility for any and all injuries and damages arising from or in connection with the use of the facility including consumption of alcohol. You will defend and indemnify the Town of South Bristol from any and all claims, lawsuits, damages and costs, including attorney's fees, arising from or in connection with the use of the facility including but not limited to the consumption of alcoholic beverages

TOWN OF SOUTH BRISTOL

APPLICATION FOR USAGE OF TOWN HALL MEETING OR CONFERENCE ROOM

6500 GANNETT HILL ROAD WEST

NAPLES, NY 14512

www.southbristolny.org

Application for use of the Town Meeting Room or Conference Room must be submitted to the Town Clerk at least 30 days prior to date of the event. Please note insurance and deposit requirements.

Space Desired _____ Date of Event _____

Hours of Event From _____ To _____

Additional Dates (explain) _____

Purpose of Event _____ Estimated Attendance Adults _____ Youth _____

Admission Charge _____ IF ADMISSION IS CHARGED, FOR WHAT PURPOSE ARE

PROCEEDS TO BE USED? _____

Name of Person in charge of event _____

Name of Organization _____ Telephone Number _____

Address of Organization _____

The above named individual or organization agrees to follow the Town's Facility Use Policy and confirms they have been provided a copy of the policy.

Signature _____ Date _____

FOLLOWING IS TO BE COMPLETED BY THE TOWN

Deposit waived? Yes No Deposit paid? Yes No Deposit Refunded? Yes No

Certificate of Insurance Waived? Yes No Certificate of Insurance Attached? Yes No

Accepted by Town Supervisor _____ Date _____