

**VILLAGE OF PORT DICKINSON
USE OF VILLAGE FACILITIES AGREEMENT**

Date _____

Organization Name _____

Mailing Address _____

Contact Person (Responsible for facility during use) _____

Signature of Contact Person _____

Daytime Phone: _____ Evening Phone: _____

Facility: _____ Date(s) Required: _____

Time(s) Required: _____

No. of People Attending: _____

Proposed Activity: _____

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Do you represent a youth organization? Yes No

Is the organization non-profit? Yes No
If yes, you must submit proof.

Does the activity involve athletics? Yes No
If yes, insurance is required.

Will more than (100) people be in attendance? Yes No
If yes, insurance is required and you must have Village Board approval.

Is the activity open to the public? Yes No
If yes, insurance is required.

Will admission be charged? Yes No

To be completed by Village Clerk

Is the organization required to submit proof of non-profit status? Yes No

Is the organization required to submit insurance certificate? Yes No

Is the organization required to hire police for security? Yes No

Is the organization required to pay a fee? Yes No

Is Village Board approval required (over 100 people attending)? Yes No

Date of approval _____ Signed _____

Proof of Non-Profit Status

If Page One (1) indicates your organization must provide proof of non-profit status, your organization must submit valid documentation prior to using the facility.

I understand the above requirements. _____
Initials

Insurance

If Page One (1) indicates your organization must provide insurance, the following applies:

- I. Prior to using the facility, the organization must provide proof of insurance in the form of an insurance certificate with:
 - a) name(s), team(s) and sponsor(s) listed on policy
 - b) \$1,000,000.00 liability coverage with the Village named as additional insured
 - c) \$1,000,000.00 combined bodily injury and property damage per occurrence
 - d) dates of policy must be consistent with dates requested

I understand the above requirements. _____
Initials

Police

If Page One (1) indicates your organization must provide law enforcement for your event, your organization must provide a copy of the contract with the Village Police Department, with dates and times requested prior to using the facility.

I understand the above requirements. _____
Initials

Fee

If Page One (1) indicates your organization must pay a fee, it must be paid at the time the reservation is confirmed. Once the facility has been scheduled, refunds will be made only when requested in writing two days prior to the date of use. Groups not paying fees who fail to cancel within 48 hours prior to the scheduled use of the facility, will be charged a penalty fee. If fee is required, fifty percent of the fee is due upon reservation confirmation and the balance due prior to the date of the event

I understand the above requirements. _____
Initials

Restrictions

- 1. The activity shall be restricted to that area for which permission is granted.
- 2. The activity shall not extend beyond the hours approved in the request.
- 3. The organization using the building shall be responsible for moving its equipment into and out of the building within the time reserved.
- 4. Village authorities must have free access to all rooms at all times.
- 5. Use of alcoholic beverages is prohibited.
- 6. Smoking within the facilities is prohibited
- 7. Village authorities enforcing facility regulations must be respected at all times.
- 8. Village programs take precedence over all other activities and the Village reserves the right to cancel scheduled uses to accommodate Village programs/needs. Under certain circumstances, cancellation may occur within 24 hours of scheduled use.

I understand the above requirements. _____
Initials

Agreement

In consideration of the use of a of Village -owned/operated facility, the organization or person shall pay \$_____ The organization or person agrees to abide by the rules and regulations of the of Village , and if, in the opinion of its officers, the organization or person, his agents, employees or members violate said rules or fail to comply with said rules, the Village will have the right to terminate the agreement without liability or obligation of any nature whatsoever and the Village will not refund monies to the organization.

Further, the organization or person agrees to save and hold harmless the Village from any and all liabilities and claims arising out of or caused by any acts of the organization or person, its agents, servants, employees, members and suppliers.

The Village will be responsible for all routine maintenance, cleaning and care of aforementioned premises leased. The organization or person shall be responsible for the repair of any damage to the aforementioned premises leased caused by any intentional or negligent act or omission of its employees, agents or invitees. The organization or person shall not be responsible for any damages caused by ordinary wear and tear. Contact person listed assumes responsibilities and must be present during use.

The signature below attests to understanding of all elements of this agreement.

Signed _____

Title _____

Fee Required

Date Paid

Village Clerk