



INCORPORATED:  
APRIL 18, 1854

## Village of Youngstown

VILLAGE CENTER • 240 LOCKPORT STREET  
P. O. BOX 168  
YOUNGSTOWN, NEW YORK 14174-0168

TELEPHONE:  
(716) 745-7721  
FAX:  
(716) 745-3400

### Facilities Use Form

Application date: \_\_\_\_\_

Name of person/organization: \_\_\_\_\_

Purpose of building use: \_\_\_\_\_

Contact address/phone: \_\_\_\_\_

Date/Day requested: \_\_\_\_\_ Time: \_\_\_\_\_ a.m.  
p.m.

☐ One time use ☐ Regular use If so, how often: \_\_\_\_\_

Facility/room requested:

☐ Gym ☐ Cora Gushee Rm. ☐ Board Rm. ☐ Veteran's Park ☐ Falkner Park

☐ Other: \_\_\_\_\_

Attendance estimate: \_\_\_\_\_

Will event require street closure?  
(fees may apply)

☐ No ☐ Yes

Is extra police or security protection required?  
(fees may apply)

☐ No ☐ Yes If so, explain: \_\_\_\_\_

Required accessories (fees may apply; work order required if accessories are requested)

☐ Tables ☐ Chairs ☐ Garbage cans ☐ Cleaning tools ☐ Other: \_\_\_\_\_

Will facility be cleaned: ☐ By user ☐ By Village for \$\_\_\_\_\_ (payment due upon accounts receivable)

Insurance provider: \_\_\_\_\_

*Attach current insurance coverage verification – this application will not be approved without insurance coverage.*

See reverse side for user responsibilities.

*Internal use only – updated 2/26/16*

Recreation approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. The organization shall assume full responsibility for proper supervision of activities conducted and/or sponsored by that group.
2. The organization agrees to use only that area and time period granted by the Village Board of Trustees. Any request for change, either time or space, must be filed with the Village Clerk's office by 3:00 p.m. of the program day. The Village Clerk's Office must be notified when an organization chooses not to meet at their regular time or when that group ceases to have any further need for the facility. Failure to comply with these regulations may result in loss of privileges.
3. It is further agreed that the Village of Youngstown, its officers and employees will be left harmless from any and all claims while activities or operations are being conducted on Village property.
4. The Licensee shall provide liability insurance policy in the minimum amount of \$1,000,000.00, which said policy shall name the Village as an insured party. The Licensee hereby agrees to hold harmless and indemnify the Village from any and all claims, suits, causes of action, or liabilities of any kind of nature arising out of or by reason of the execution of this agreement or the activities to take place upon the facility. It is fully understood and acknowledged by the Licensee that the Village has no insurance coverage of any nature to protect anyone using the athletic fields, parks or indoor facilities while participating in permitted activities and will not be responsible for any damages for alleged injuries that might be sustained during the use of such facilities under such circumstances.
5. For and in consideration of the license granted hereunder, the Licensee shall pay the Village the sum of \$\_\_\_\_\_ upon the execution of this agreement.
6. The Licensee agrees to accept the facility in its present condition and further agrees to surrender the facility in the same or better condition.
7. The Licensee agrees to provide, without charge to the Village, sufficient competent personnel to supervise and operate the event and further agrees to provide sufficient security forces for crowd control, traffic control, disturbances, adequate lavatory facilities and adequate first aid facilities and personnel. The person(s) supervising shall provide the Village Office 24 hours in advance a copy(ies) of driver's license and/or social security number to perform a background check.
8. The Licensee further agrees to comply with the additional terms and conditions annexed hereto.
9. The Licensee agrees to provide copies of all agreements entered into between the Licensee and other parties involving the use of the facility and the Licensee shall cause to be incorporated in such agreement a further covenant that said parties shall be bound by and shall comply with the terms of this agreement.
10. This agreement shall be binding upon the parties hereto, their successors and assigns.

I, \_\_\_\_\_, as duly authorized representative of the above organization, do hereby agree that we will abide by the above agreement and any rules set forth by the Board of Trustees.

Date: \_\_\_\_\_