

# RMC APPLICATION FOR USE

## STEP 1: COMPLETE THE FOLLOWING - PLEASE PRINT

Applicant's Name \_\_\_\_\_ Email \_\_\_\_\_

Phone# \_\_\_\_\_ Name & Address Organization \_\_\_\_\_ Non-Profit? ☐ NO ☐ YES (Documentation required)

Type of Activity (dance, meeting, party, recreational activity etc.) \_\_\_\_\_

Is there a fee to attend this event? No Fee \_\_\_\_\_ Yes, the fee per person is \_\_\_\_\_ OR a suggested donation of \$ \_\_\_\_\_

Day/ Dates Requested: \_\_\_\_\_

Time Desired - Please Include Preparation Set-Up and Clean-Up Time Needed: \_\_\_\_\_

(Please note the curfew for scheduled events: All activities must be finished, and doors locked by 10:30 PM.)

SEE PAGE 2 TO DETERMINE YOUR RENTER CLASSIFICATION. (Commission determines classification)

	Group A	Group B	Group C	Group D	Group E
<b>CAFETERIA PARTY/ EVENT SPACE</b>	NO CHARGE	\$20	4hrs \$60 8hrs \$120	4hrs \$125 8hrs \$200 (plus gym \$20)	\$60 per Hour
<b>KITCHEN</b>	NO CHARGE	\$30	\$60	\$100	\$150
<b>MEETING ROOM M1/M15</b>	NO CHARGE	\$20	2hr \$25 3hr \$30 4hr \$40	\$20 per Hour	4hrs \$120 8hrs \$240
<b>GYM</b>	NO CHARGE	\$10 an hour	\$50	\$50/\$75	4hrs \$100 8hrs \$200

## STEP 2: SIGN APPLICATION: YOU MUST READ THIS PAGE AND RULES & REGULATIONS ON PG. 2 BEFORE SIGNING

I hereby certify that I have read and understand the Town of Rosendale/Marbletown Recreation rules and policy on Page 2 and agree that they are made a part of this agreement by reference and that I will abide by the same. I agree to assume responsibility for any damages to the building, furniture, and/or equipment occurring during the occupancy of the facility and all clean-up in accordance with my requirements. Any and all damages sustained to the above shall be compensated within five days (5) days of notice of payment due. I also understand that I may forfeit future opportunities to use the Municipal Center if I do not meet this responsibility. I further understand that town management may check the facility during and immediately after my event for cleanliness and/or damage. In the event that I must cancel, two weeks' notice is required for a full refund. By signing the application form, I and my, group agree to follow all rules and regulations. Furthermore, I and my group agree to indemnify and hold harmless and defend the Town of Rosendale and the Town of Marbletown, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained by me or my group as a result of the use of this facility and its adjoining property. I understand that, In the event of an emergency, the Town of Rosendale/Marbletown or its Representatives may cancel any activities previously scheduled.

SIGN \_\_\_\_\_ PRINT \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT MUST BE 21 YEARS OR OLDER AND IS RESPONSIBLE FOR ENFORCING THE RULES AND REGULATIONS

## STEP 3: Send signed application with 1) Rental Fee and 2) Clean-Up Deposit Fee to: Rondout Municipal Center. NO CASH PLEASE.

Make checks or money orders payable to: **Rondout Municipal Center.**

Email to [asstsupervisor@marbletown.net](mailto:asstsupervisor@marbletown.net)

or Mail application with payment to:

**Rondout Municipal Center, 1915 Lucas Avenue, Cottekill, NY 12419.**

Please note that all checks are deposited at the time application is approved.

Clean-up Deposit will be reimbursed after a satisfactory inspection of the premises.

Questions, please call 845-687-7500

## FOR OFFICE USE ONLY

Clean-Up Deposit Rec'd Check # \_\_\_\_\_ Date: \_\_\_\_\_ Rental Fees Rec'd \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

## PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION

### Group Classifications

**Group A:** Town of Rosendale/Marbletown events or meetings.

**Group B:** Private use under 2 hours of Rosendale/Marbletown non-profit, civic, social organizations, religious orders & schools not charging entry fees.

**Group C:** Rosendale/Marbletown resident: private parties; public meetings / forums, banquets or social events not charging entry fees. Rosendale/Marbletown-based non-profit organizations, political parties, or individual candidates requiring an entry fee.

**Group D:** Non-resident private parties, meetings, banquets or social events not charging entry fees. Business or commercial & Non-resident events hosted by non-profit organizations, political parties or individual parties requiring an entry fee. **Group E:** Business meetings, Events for profit. Site plan required.

## Rules & Regulations

BE CONSIDERATE of others who may be using the facilities during your rental, and respect the facilities as property of the Rosendale/Marbletown community.

- 1) THE APPLICANT IS RESPONSIBLE FOR ENFORCING the rules and regulations AND MUST BE PRESENT AT FUNCTION. Applicant and group is responsible for compensation of property damage. Applicant is responsible for leaving the building clean - broom swept and vacuumed, counters and tables wiped off. Kitchen must be swept, mopped. The counters, shelves and tables wiped off. Please take the garbage out. Thank you for your consideration!
- 2) ALCOHOLIC BEVERAGES Allowed with prior approval and insurance rider
- 3) NO SMOKING in any indoor buildings or within 50' of buildings on the recreation grounds; The Playground is a NO SMOKING area.
- 4) MUSIC may be played so as not to be a nuisance to other patrons. Music will be limited to designated areas and volumes.
- 5) FURNITURE AND EQUIPMENT is not moved without Recreation Commission approval. No indoor furniture and equipment may be moved to outside the facility.
- 6) Please do not touch the THERMOSTATS or ALARM SYSTEM.
- 7) DO NOT HANG ANYTHING on the walls or ceiling by any means: including tape; tacks, or; string
- 8) There are no provisions for renters to STORE ITEMS prior to or after rentals. The Town of Rosendale/Marbletown assumes no responsibility for PERSONAL PROPERTY brought into the building.
- 9) Please do not exceed your DESIGNATED RENTAL TIME. (\$20 per hour is charged for those not vacating the premises on time. This includes set-up and clean-up time.)
- 10) BEHAVIOR deemed destructive shall be cause for eviction of participants from the premises and may be cause for legal action. Renters are responsible to ensure all activities are properly supervised. ADEQUATE ADULT CHAPERONES are required for attendees under 18.
- 11) All activities require the applicant obtain & submit a CERTIFICATE OF INSURANCE & special event riders as deemed appropriate.
- 12) PARKING: No vehicle shall be driven or parked on any portion of the grounds other than established roadways and designated parking areas. No parking on the grass!
- 13) NO SMOKE MACHINES ALLOWED, No Candle Centerpieces, No Straw, Shavings or confetti, no bouncers allowed.
- 14) Please return all chairs and tables to the way you found them. Please take out the garbage and sweep the floor. Turn off the lights.

## INSTRUCTIONS TO PICK UP AND RETURN KEYS

You may pick up the key to the building at **between 9 a.m. and 4 p.m. Monday through Friday**. Town Hall may be closed during a holiday preceding your event. Please call Town Hall at 845-687-7500 to verify it will be open to pick up your key. You will receive your **CLEAN-UP CHECKLIST** with your keys. Return the completed and signed CLEAN-UP CHECKLIST with the keys.

**Keys must be returned in the outdoor black drop box after use.**

If there is clean-up or damage that exceeds the clean-up deposit fee, additional fees may be charged to Applicant/Group.

Please make sure all **DOORS ARE CLOSED AND LOCKED**.

Contact Rondout Municipal Building Manager at 845-687-7500 with questions.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/30/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
AGENCY NAME  
123 MAIN ST  
BURBANK CA 91502

CONTACT NAME: AGENT NAME

PHONE (A/C No. Ext.) FAX (A/C No.)

E-MAIL ADDRESS:

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: INSURANCE COMPANY NAME

12345

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED  
INSURED NAME  
123 MAIN ST  
BURBANK CA 91502

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COM/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The RMC is listed as additionally insured with respects to liability as required by written contract on a primary and non contributory basis for the rental and use of Town property on -----date(s)

## CERTIFICATE HOLDER

RMC  
1925 LUCAS AVE  
COTTEKILL, NY 12419

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE