

VILLAGE OF FORT EDWARD FACILITY USE POLICY

The use of all Recreational and Parks facilities shall be subject to the rules and regulations as outlined in the Code of the Village of Fort Edward as administered by the Fort Edward Village Board of Trustees.

1. Organizations wishing to use municipal facilities shall first apply to the Village Clerk's Office on the prescribed form. The Village Board of Trustees will issue their final authority on approval.
2. In the event of inclement weather, the Village Board of Trustees or their designee has the final authority on whether facilities are usable.
3. Alcohol is not permitted on the premises.
4. All village parks are tobacco free.
5. All posted rules must be adhered to.
6. 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.
7. Any damage to municipal facilities shall be promptly repaired at the user's expense. **NO EXCEPTIONS**. Prior to leaving the premises, make sure all doors are locked and lights are turned off.
8. Organizations using the facilities must maintain a clean and clutter free environment.
9. **PERMITS MAY BE REVOKED AT ANY TIME.**
10. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
11. A public telephone is located in the concession stand. The emergency telephone number for the police department is: 911. The appropriate authority must be contacted in the event of an emergency.
12. It is required of users to provide the below listed insurance prior to using facilities. **FAILURE TO PROVIDE THE REQUIRED INSURANCE DOCUMENTATION GUARANTEES A DENIAL OF THE PERMIT.**

COMMERCIAL USERS

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the municipality as an additional insured on the permittee's insurance policies.
- II. The policy naming the municipality as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.
 - State that the organization's coverage shall be primary and non-contributory coverage for the municipality, it's Board, employees and volunteers
 - The municipality shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
 - At the Municipality's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.

- III. The permittee agrees to indemnify the municipality for any applicable deductibles and self-insured retentions.
- IV. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- V. Required Insurance:
 - Commercial General Liability
 - \$1,000,000 per occurrence/\$2,000,000 aggregate, with coverage for athletic participants.
- VI. Permittee acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality.

INDIVIDUAL USERS:

Homeowners Insurance: Section Two- Liability \$500,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

ORGANIZATIONS:

Same as outlined under “*Commercial Users*”. In addition, the organization must provide a current list of officers along with a copy of the organization’s bylaws and code of conduct.

By signing below I state that I have read and understand the **FACILITY USE POLICY** as outlined above.

		Address:
Entity’s Representative- Print		
		Date:
Entity’s Representative- Signature		