

**Town of Coeymans**  
18 Russell Ave  
Ravena, N.Y. 12143  
518-756-6006, Ext. 3

<p><b>Office Use Only:</b> Security Deposit Check# _____ Facility Fee Check# _____</p>
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Today's Date \_\_\_\_\_ Date(s) Requested \_\_\_\_\_

Facility Requested \_\_\_\_\_

**INFORMATION ABOUT YOUR GROUP**

Name of Organization or Individual \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Email \_\_\_\_\_

Please check your Permit Preference: Digital Permit: \_\_\_\_\_ Paper Permit: \_\_\_\_\_

**INFORMATION ABOUT INTENDED USE OF FACILITIES**

Purpose of Use \_\_\_\_\_

\_\_\_\_\_

Is an admission fee charged? Yes \_\_\_\_ No \_\_\_\_

If so, what will proceeds be used for? \_\_\_\_\_

Time: From \_\_\_\_\_ (AM) (PM) To \_\_\_\_\_ (AM) (PM)

Total Number Participants Expected \_\_\_\_\_ Adults \_\_\_\_ Children \_\_\_\_

Residents (Number) \_\_\_\_\_ Non-Residents (Number) \_\_\_\_\_

Is material or equipment expected from Town? Yes \_\_\_\_ No \_\_\_\_

If needed, state what types and for what purpose \_\_\_\_\_

**AGREEMENT**

The undersigned is over 21 years of age and has read this form ad attached regulations and agrees to comply with them. He/she agrees to be responsible to the Town of Coeymans for the use and care of its facilities. He/she, on behalf of (name of individual or organization) \_\_\_\_\_ does hereby covenant and agree to defend, indemnify and hold harmless the Town of Coeymans from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Town of Coeymans property, facilities and/or services by (name of individual or organization) \_\_\_\_\_.

\_\_\_\_\_  
Signature of Individual or Organization's  
Representative

Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_

**READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO TOWN OF COEYMANS  
Attention: Town Clerk**

**Town of Coeymans**  
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### **FACILITY USE REQUIREMENTS**

The use of all Recreation and Parks facilities shall be subject to the approval and rules of the Town Board of the Town of Coeymans and administered by the Supervisor of the Town of Coeymans.

1. Organizations wishing to use municipal facilities shall first apply to the Town on the prescribed form. The Supervisor or his/her designee has final authority on approval.
2. In the event of inclement weather, the Supervisor or his designee has final authority on whether facilities are usable.
3. **Alcohol is not permitted on the premises of any of the Town of Coeymans Properties.**
4. All posted rules listed on the reverse of this form must be adhered to while on Town property.
5. 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.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions
7. Organizations and individuals using the facilities must clean up immediately after the event.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for Town facility use is \$25, payable before use begins. A security deposit of \$50 is required in the form of a separate check. This check will be returned to the person listed on the use request once the property is inspected and deemed in good order. No fee is required for sport fields.
11. The emergency telephone number for Police is (518) 756-2059; Fire Coeymans (518) 756-2044; Fire Coeymans Hollow (518) 756-2066. The appropriate authority must be contacted in the event of an emergency.
12. In the event of an accident, please notify the custodian on duty or call the Town Clerk's office the next morning.

#### **Commercial users are required to provide the following insurance prior to the issuance of a permit:**

- a. The user hereby agrees to effectuate the naming of the Town of Coeymans as an unrestricted additional insured on the user's policy.
- b. The policy naming the Town of Coeymans as an additional insured shall:
  - be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
  - contain a 30-day notice of cancellation;
  - state that the organization's coverage shall be primary coverage for the Town of Coeymans, its Board, employees and volunteers; and
  - additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- c. The user agrees to indemnify the Town of Coeymans for any applicable deductibles.
- d. Enclose a copy of the endorsement providing additional insured status.
- e. Required insurance:
  - **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/\$2,000,000 aggregate
- f. User acknowledges that failure to obtain such insurance on behalf of the Town of Coeymans constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the Town of Coeymans with a certificate of insurance, evidencing the above requirements have been met. The failure of the Town of Coeymans to object to the contents of the certificate, or the absence of it, shall be deemed a waiver of any and all rights held by the municipality.