

**TOWN OF NORTH GREENBUSH APPLICATION FOR USE OF FACILITIES  
AT MAIN AVENUE MUNICIPAL BUILDING AND WILLIAMS ROAD**

Date(s) Applied For \_\_\_\_\_ Expected Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_  
Approximate Number of People \_\_\_\_\_ Type of Activity/Event \_\_\_\_\_  
Name of Organization \_\_\_\_\_  
Responsible Person in Charge during use of Facility \_\_\_\_\_  
Address \_\_\_\_\_ Tel. No. \_\_\_\_\_ Email \_\_\_\_\_

**Areas to be Utilized Main Ave:**

- Gymnasium
- Kitchen
- Outside Grounds
- Other, Specify \_\_\_\_\_

**Areas to be Utilized Williams Road:**

- Softball Field
- Parking Lot
- Basket Ball Court

Fee Amount \$ \_\_\_\_\_ + **Deposit \$50** Date Paid \_\_\_\_\_ Received by \_\_\_\_\_  
**One day use (4 hrs or more) = \$50** **One day / week for a season = \$150**  
**2+days or evenings / week for an entire sports season (ie. basketball practice) = \$300 for season**

- 1) Are there any special arrangements (equipment, tables, chairs etc.) needed?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe \_\_\_\_\_

**RULES & REGULATIONS:**

- 2) **INSURANCE CERTIFICATE MUST BE PROVIDED IF AVAILABLE TO ORGANIZATION.** If Yes, The Certificate of Insurance should name the Town of North Greenbush additionally insured. All organizations must attach a Certificate of Insurance naming the Town of North Greenbush the certificate holder and additionally insured for at least \$1,000,000.00 when filing for use of a building.
- 3) **WAIVER OF LIABILITY:** Undersigned applicant acknowledges and agrees to indemnify and hold harmless the Town of North Greenbush, and/or any of its employees, from any and all claims that may arise through negligence or otherwise, or that may be made from damage, loss, injury or death resulting to the property of the Town of North Greenbush, its employees or their property, or to other persons or property, resulting, from such use, directly or indirectly. **The undersigned, agrees to accept responsibility for any injury or damage that occurs as a consequence of using the Town Hall Annex, Town Hall Gym and / or Town Hall ball fields and/or property. We hold the Town of North Greenbush harmless from any action brought against the Town associated with using Town property & facilities.**
- 4) **CLEANUP/DAMAGES/ DEPOSIT REFUND:** Your responsible for cleanup of entire area that is use. Dumpster in back parking lot **MUST** be used for the trash that your organization generates. **DO NOT USE SMALL GARBAGE BINS/CANS** throughout the facility, inside and out. If the area is not cleaned and is found to be in need of cleanup by staff, deposit will be retained. If anything is damaged the organization/person in charge will be responsible for replacing the damaged item(s) and if failure to replace deposit money will be kept toward cost of replacement. Deposit money is available for return if conditions satisfied within 3 business days of event.

5) **RESERVATIONS FIRST COME FIRST SERVE:** Payment secures your time/date.

Applications & check made payable to "TOWN OF NORTH GREENBUSH" should be sent to:

Supervisors Office  
Town of North Greenbush  
2 Douglas St., Wynantskill, NY 12198  
Telephone - 518-283-5313 ext.5; ext. 10 or  
Email: supervisorsoffice@townofng.com

The undersigned accepts responsibility to pay the agreed fee (if required), see that building regulations are followed, and be responsible for any damage occasioned by its use.

APPLICANT INFO: Name of Organization \_\_\_\_\_ Date of application \_\_\_\_\_  
Print Name of Responsible Person \_\_\_\_\_ Title \_\_\_\_\_  
Signature of Responsible Person \_\_\_\_\_  
Approved by Town Official \_\_\_\_\_

*Town Use Only: Fee Paid \$ \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Approval of Refund: \_\_\_\_\_*

cc: No. Greenbush Town Clerk; No. Greenbush Police Dept.