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### Building Use Permit Application

This form is used to reserve a room or facility in one of the Town of Malta buildings. Please fill out the form completely and review the Town Code attached regarding the rules and regulations. Please present all of the required fees and documents at the time of reservation.

**Building reservation requirements:**

1. this completed application;
2. reservation fees;
3. deposit check (see #12 of the Rules & Regulations);
4. proof of insurance or Certificate of Insurance (see numbers 9 & 10 of the Rules & Regulations).

<b>FACILITY REQUEST</b>			
Facility Name _____	Room(s) Name/Number _____		
Name of Event _____	Description of Event _____		
Approximate # Attending _____	# of Tables Needed _____	# of Chairs Needed _____	

Organization Name \_\_\_\_\_

Permit Holder/Person Responsible \_\_\_\_\_ D.O. B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail: \_\_\_\_\_ Purpose of Use \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Times (include time for set-up& break down) \_\_\_\_\_

Event being catered?  Yes  No (Provide cert. of insurance from caterer.)

**This application must include reservation fees, deposit and proof of insurance in order to be processed.**

I have read and understand the **Rules, Regulations and Fees Promulgated Under §40-4 of the Town of Malta Town Facilities** which is attached and agree to comply with the rules and policies therein. I also understand and agree that the rental fee is non-refundable and the deposit will be refunded only if all of the terms and conditions of the Town Code and the Building Use Permit are met with satisfactorily and the facilities are left in good condition. I acknowledge that the Town buildings are public facilities and open to the public during the time of my event. As the Permit holder, I hereby pledge to conform to all of the Rules, Regulations and Fees established by the Town of Malta governing the use of all Town facilities and accept full responsibility for any damage caused by those attending my gathering.

**ASSUMPTION OF RISK:**

The Town of Malta will not be liable for any claims for injury or damages resulting from or arising out of the use of the Town’s parks or facilities. The Permit holder agrees to indemnify the Town and hold it harmless against any and all such claims, damages, losses and expenses, including reasonable attorney’s fees, as a result of the Permit holder’s gathering. This provision is intended by the parties to be broadly interpreted so as to accomplish the goal of relieving the Town from any cost or liability associated with the Permit holder’s gathering.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please make separate checks (2) payable to the Town of Malta for (A) the security deposit and (B) the rental fee. NOTE: Allow 48 hours for processing and approval.**

**FOR OFFICE USE ONLY:** PERMIT# \_\_\_\_\_ Date Received: \_\_\_\_\_

Certificate of Insurance \_\_\_\_\_ Reservation Fee Received \_\_\_\_\_ Deposit Received \_\_\_\_\_ Deposit Refunded \_\_\_\_\_

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

Maintenance Report: \_\_\_\_\_

## Rules, Regulations and Fees

To enhance and promote the safety, well being and enjoyment of the Town of Malta buildings and facilities, the following rules, regulations and fees are:

1. Groups, organizations and individuals using Town facilities shall comply with the laws of the United States, State of New York, County of Saratoga and the Town of Malta.
2. When not in use for Town business, meeting and conference rooms may be reserved for social, civic, business, and recreational meetings and entertainments that are open to the public; for meetings of other federal, state and local governments; and for private parties(at the Malta Community Center only).
3. No person may operate a business from facilities rented from the Town.
4. Building and room rentals are not available for groups or individuals wishing to provide community classes or courses. Individuals or groups wishing to provide these programs must apply through the Department of Parks & Recreation by completing an Instructor Agreement and abide by the policies therein.
5. Buildings/rooms are available for rental from 8:00am to 9:00pm Monday – Friday and 9:00am to 12:00pm on Saturdays.
6. The gymnasium is available for additional rental time on Saturdays and Sundays.
7. A Building Use Permit is required to reserve any Town facility. Groups, organizations and individuals wishing to reserve Town facilities must fill out a Building Use Permit application through the Department of Parks, Recreation & Human Services and comply with the laws set herein.
8. Authorized personnel of the Town of Malta, the New York State Police or the Saratoga County Sheriff may revoke any permit previously granted if it is determined by such person that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the rules, regulations or policies governing the permit requested is not being complied with, or that the safety of the patrons or visitors to the facility is endangered by the continuation of such activity. If the permit is revoked, the rental and deposit fees will not be refunded.
9. The permit holder agrees to assume liability for any damage done to any Town of Malta property as a result of the permit holder's gathering. For businesses, a certificate of insurance must be provided in the minimum amount of \$1,000,000 liability naming the Town of Malta as an additional insured. If an event is catered, the caterer must also supply the Town with a certificate of insurance in the minimum amount of \$1,000,000 liability, naming the Town of Malta as an additional insured. This requirement cannot be waived for a business.
10. The requirement for naming the Town of Malta as an additional insured may be waived when the applicant is an individual and not a business, but that individual must supply the Town with a copy of his homeowner's or renter's policy in a form acceptable to the Department of Parks and Recreation. The policy must carry a minimum of \$300,000 in liability coverage.
11. The Town of Malta will not be liable for any claims for injury or damages resulting from or arising out of the use of the Town's facilities. The permit holder agrees to indemnify the Town and hold it harmless against any and all such claims, damages, losses and expenses, including reasonable attorney's fees, as a result of the permit holder's gathering. This provision is intended by the parties to be broadly interpreted so as to accomplish the goal of relieving the Town from any cost or liability associated with the permit holder's gathering.
12. A security deposit of \$250 is required for private parties and to reserve a meeting/conference room for those groups using the Town facilities on an ongoing basis throughout the year. For one-time events other than private parties a security deposit of \$100 is required.
13. Room 106 of the Malta Community Center is open for Malta residents and Malta not for profits free of charge. Insurance and deposit requirements are waived. Individuals or groups wishing to reserve the

room must provide proof of residency, sign a hold harmless and fill out a Building Use permit application for approval. Business wishing to rent the room must comply with the requirements and charges listed herein.

14. Deposits will be refunded if the buildings and grounds are left in the condition in which they were found, and if the permit holder has complied with all of the terms and conditions of the permit.
15. The rooms are available at the time approved on the form. Any event that starts earlier or runs later than the approved time will be assessed the hourly fee in full-hour increments.
16. The permit holder is responsible for setup, take-down and cleaning of the rooms. Setup, take-down and cleaning is considered part of the rental period for which a fee must be paid. The room must be left in the condition in which it was found, which includes cleaning and setting the room back up.
17. Any cleaning performed by Town staff as a result of your event will be assessed a fee of \$50 per hour and will be assessed in full-hour increments. The permit holder is responsible for bringing his own cleaning equipment and supplies.
18. Fees are due upon approval of the facility use permit and certificate of insurance.
19. Facility use fees are nonrefundable.
20. In the event of an emergency situation or inclement weather and Town personnel need to close the building, the permit holder will be notified as soon as possible. Rental fees will be returned, but the Town will not be responsible for any organization's loss of revenues resulting from situations beyond the Town's control which result in the cancellation of an event.
21. Use of Town facilities to host business meetings and training programs that benefit Town employees and to allow other governmental agencies the use of the Town facilities in the spirit of inter-municipal cooperation is allowed with the following conditions:
  - all facility use is based on the complying with the Rules, Regulations and Fees promulgated under §40-4 of the Town of Malta;
  - fees are waived, however, the Town Departments Heads shall inquire as to whether the fees related to the sessions or courses can be waived for Town employees;
  - Town meetings, functions and programming take precedence over requests;
  - requests may be submitted 60 days prior to the requested date;
  - requests are scheduled based on the availability of facilities;
  - all entities making a request must fill out a Building Use Permit Application and submit it to the Department of Parks, Recreation & Human Services for scheduling and approval;
  - deposit fees and insurance certificates will be reviewed on an individual basis and may be waived by the Director of Parks, Recreation & Human Services;
22. There shall be no smoking or possession or consumption of alcoholic beverages, including beer, wine, liquor or other intoxicating beverages, allowed on Town grounds. There shall be no smoking in Town buildings or in the entrances of the buildings.
23. The possession or use of a weapon is prohibited on Town grounds and in Town facilities.
24. All pets on Town grounds must be leashed and all animal waste must be removed from the grounds by the owner.

Neither the loss of the security deposit or the collection of damages, or both, will prohibit the prosecution by the Town of any person for a violation of a rule of regulation, State or local law, ordinance, rule or regulation. A violation of these rules, regulations and fees shall constitute a violation and subject the offender to a fine of no more than \$250.

The Town Board of the Town of Malta authorizes the Town's Director of Parks & Recreation the right to deny any facility use permit which would not meet the criteria in the Town law or endangers the public health, welfare and safety of the residents of the Town. Any applicant whose request has been denied may request

