



FACILITY AGREEMENT

Date

Organization Name

Mailing Address

Contact Person (Responsible for facility during use) Day: _____ Evening: _____
Phone Number(s)

Signature of Contact Person

Facility: Location: _____

Date(s) Required: _____

Time(s) Required: _____

Proposed Activity: _____



Do you represent a youth organization? Yes No

Is the organization non-profit? If yes, you must submit proof. Yes No

Does the activity involve athletics? Yes No

Is the activity open to the public? Yes No

Will admission be charged? Yes No

Do Not Write Below This Line.



To be filled out by Village Staff.

Is the organization required to submit proof of non-profit status? Yes No

Is the organization required to submit insurance certificate? Yes No

Is the organization required to hire police for security? Yes No

Is the organization required to pay a fee? Yes No

\$ _____
Amount

PROOF OF NON-PROFIT STATUS

If Page One (1) indicates your organization must provide proof of non-profit status, your organization must submit valid documentation prior to using the facility.

I understand the above requirements. _____
Initials

INSURANCE

In order to utilize Village facilities, your organization must provide insurance, the following applies:

- I. Prior to using the facility, the organization must provide proof of insurance in the form of an insurance certificate with:
 - (a) name(s), team(s) and sponsor(s) listed on policy
 - (b) \$1,000,000 liability coverage with the **Village of Pomona** named as additional insured
 - (c) \$1,000,000 combined bodily injury and property damage per occurrence
 - (d) dates of policy must be consistent with dates requested

I understand the above requirements. _____
Initials

POLICE

If your event involves a significant number of people, involves safety concerns for vehicular or pedestrian traffic, or otherwise requires assignment of law enforcement for your event, your organization must consult with the Chief of the Ramapo Police Department regarding such coverage and the organization may be responsible for the costs associated with such law enforcement services.

I understand the above requirements. _____
Initials

FEE

The fee (if applicable) for use of the facilities, must be paid at the time the reservation is confirmed with the Village Clerk. Once the facility has been scheduled, refunds will be made only when requested *in writing* two (2) days prior to the date of use. Groups not paying fees who fail to cancel within 48 hours prior to the scheduled use of the facility, will be charged a \$100 cancellation fee. If your organization’s fee exceeds \$500, fifty percent of the fee is due upon reservation confirmation and the balance due by the commencement of the first event occurring at the facility.

I understand the above requirements. _____
Initials

The signature below attests to understanding of all elements of this agreement.

Signed _____

Title _____

Fee Required

Date Paid

Staff Signature

SCHEDULE A

Use of Village facilities.

- (1) Village facilities during operational hours (9:00 a.m. to 5:00 p.m.):
- (2) Village facilities after operational hours (5:00 p.m. weekdays and weekends).schedule
- (3) Not-for-profit agencies can use the facilities without charge but must provide a certificate of insurance.
- (4) A security deposit of **\$1000** is required and will be returned after the facility is checked to make sure the facilities were properly cleaned and no damage occurred.

Use of Village fields.

- (1) Burgess Meredith Park.
 - (a) Hourly rate: \$100.
 - (b) Rate shall not apply to not-for-profit entities utilizing fields or Village residents who are utilizing fields without charging or collecting funds from anyone during use of fields.

Buildings and grounds parks and recreation fees.

- (1) All groups requesting use of any facilities listed below are required to produce a valid certificate of insurance showing the Village of Pomona as an additional insured in an amount of not less than \$1,000,000 unless exempt from fees and insurance as described below.
- (2) Exemption from fee requirements: Groups which meet all of the following criteria, as determined by the Village of Pomona Village Clerk, shall be exempt from the fee and insurance requirements set forth above:
 - (a) The group must be a not-for-profit entity; and
 - (b) The group's headquarters, base of operations or office must be within the Village of Pomona;
 - (c) The group's activity for which an exemption is requested must be related to a business meeting or group-related social event or fund-raising endeavor; and
 - (d) The group must not charge a fee or other costs to the participants attending the meeting or function; this restriction does not affect the ability of an exempt organization to engage in a not-for-profit fund-raising event; and
 - (e) The group's activities, regardless of purpose, must not entail sports events or practices.