

FACILITY AGREEMENT

Date	
Organization Name	
Mailing Address	
Day:	Evening:
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?	\square Yes \square No
Is the organization non-profit? If yes, you must submit proof.	\square Yes \square No
Does the activity involve athletics?	□ Yes □ No
Is the activity open to the public?	\square Yes \square 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?	\square Yes \square 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, you organization must submit valid documentation <u>prior</u> to using the facility.
I understand the above requirements. Initials
<u>INSURANCE</u>
In order to utilize Village facilities, your organization must provide insurance, the following applies:
I. <u>Prior</u> to using the facility, the organization <u>must</u> 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
<u>POLICE</u>
If your event involves a significant number of people, involves safety concerns for vehicular of 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
<u>FEE</u>
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 hour prior to the scheduled use of the facility, will be charged a \$100 cancellation fee. If your organization' 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

RESTRICTIONS

- 1. The activity shall be restricted to that area for which permission is granted.
- 2. The activity shall not extend beyond the hours approved in the request.
- 3. The organization using the location be responsible for moving its equipment into and out of the place within the time reserved.
- 4. Village authorities must always have free access to location.
- 5. Use of alcoholic beverages is prohibited.
- 6. Smoking within the facilities is prohibited.
- 7. Village authorities enforcing facility regulations must be respected at all times.
- 8. Village programs take precedence over all other activities and the Village reserves the right to cancel scheduled uses to accommodate Village programs/needs. Under certain circumstances, cancellation may occur within 24 hours of scheduled use.
- 9. In emergency situations (e.g. storms, catastrophes, etc.) where the facilities are needed for Village purposes associated with such emergency, the Village maintains the right to use such facilities and order all unnecessary personal and equipment removed from such facility.

I understand the above requirements.	
-	Initials

AGREEMENT

In consideration of the use of a Village of Pomona Village-owned/ operated facility, the organization or person shall pay \$______. The organization or person agrees to abide by the rules and regulations of the Village of Pomona, and if, in the opinion of its officers, the organization or person, [his/her/its] agents, employees or members violate said rules or fail to comply with said rules, the Village will have the right to terminate the agreement without liability or obligation of any nature whatsoever and the Village will not be obligated to refund monies to the organization.

Further, the organization or person agrees to save and hold harmless the Village from any and all liabilities and claims arising out of or caused by any acts of the organization or person, its agents, servants, employees, members and suppliers.

The Village will be responsible for all routine maintenance, cleaning and care of aforementioned premises licensed, other than cleaning and maintenance required as a direct result of the event being approved hereunder. The organization or person shall be responsible for the repair of any damage to the aforementioned premises licensed caused by any intentional or negligent act or omission of its employees, agents or invitees. The organization or person shall not be responsible for any damages caused by ordinary wear and tear. Contact person listed assumes responsibilities and must be present during use.

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.