

Use of the Municipal Building

Read Attached Requirements and Return Application to:

Village of Cambridge
56 North Park Street
PO Box 271
Cambridge, NY 12816
ATTENTION: Clerk/Deputy Clerk

Use of the Municipal Building

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56 North Park Street
PO Box 271
Cambridge, NY 12816

Purpose: To establish policy and procedure for the use of the Village's Municipal Building Meeting and Court Room, both standard and non-standard, and to define prohibited use of same.

Policy: This policy specifies the uses of the Village of Cambridge's Municipal Building. This includes the use of the Meeting and Court Room only. No other interior portions of the building shall be available for non-standard use.

The provisions of the Facilities Use Requirements (Section 5.0) shall be complied with by all users of the Municipal Building.

Procedure:

1.0 Schedule / Responsibility

- 1.1 The Village Clerk shall maintain a master calendar of the use of the Municipal Building Meeting and Court Room.
- 1.2 Requests, as defined below, shall be forwarded to the Clerk for review and possible approval in accordance with this policy and procedure.

2.0 Permitted Standard Uses

- 2.1 The following are **permitted standard uses** of the Municipal Building Meeting and Court Room, under the coordination of the Clerk's Office:
 - 2.1.1 All Village of Cambridge meetings (regular & special) of any and all Boards.
 - 2.1.2 Meetings, training sessions, or other activities sponsored by or under the auspices of any Village Department.
 - 2.1.3 Uses during a public safety incident in accordance with the Village's Emergency Response Plan.
- 2.2 No application is required; however, the requestor must contact the Village Clerk to secure availability of Municipal Center space.

3.0 Permitted Non-Standard Uses

- 3.1 The following are **permitted non-standard uses** of the Municipal Building Meeting and Court Room, with the approval and coordination of the Village Clerk:

- 3.1.1 Meetings or training sessions of non-Village local governments
- 3.1.2 Meetings or training sessions requested by organizations of the Village that provide supportive functions to the Village (e.g. Chamber of Commerce, Emergency Medical Service, etc.)
- 3.1.3 Meetings or presentations of local interest (e.g. historical presentations, community planning, grant opportunities, etc.)

3.2 A Request to Use the Municipal Center Application shall be completed and submitted to the Village Clerk not less than thirty (30) days prior to the date of the requested use.

3.3 The Village Clerk shall make notification of approval or denial of the application not less than twenty (20) days prior to the requested date.

4.0 Prohibited Uses

4.1 The following are **prohibited uses** of the Municipal Building Meeting and Court Room:

- 4.1.1 Private uses (e.g. parties)
- 4.1.2 Uses designed to generate a profit
- 4.1.3 Political party meetings or party-related activism

4.2 Any use that is not specifically permitted or prohibited may be reviewed by the Village Board. Approval may or may not be given based on resolution of the Board.

5.0 Facility Use Requirements

5.1 Organizations requesting non-standard use of municipal facilities shall first apply on the Use of Municipal Building Application. Approval is described above.

5.2 Alcoholic beverages and other drugs shall not be brought into the Municipal Building at any time.

5.3 All posted rules must be adhered to.

5.4 Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited; those violating this prohibition will be ejected from the premises.

5.5 Any damage to the facility will be promptly repaired at the user's expense. No exceptions.

5.6 The person in charge of the event shall make sure all doors are locked and lights are turned out when leaving. If unable to properly secure the building, the person in charge of the event shall contact the Village Police Department for the officer on-duty to secure the building. The person in charge of the event shall remain on premise until the building is secured.

5.7 The building must be returned to its condition prior to use. All trash shall be bagged and placed in the designated location, tables shall be wiped clean and chairs properly organized.

5.8 Approval may be revoked at any time.

- 5.9 Any organization with youth less than 18 years old is required to provide adult supervision at all times that youth are in the building.
- 5.10 A public telephone is located in the Meeting and Court Room. The Emergency telephone number for police, fire and emergency medical services is **911**.
- 5.11 All **non-standard users** must provide the following insurance prior to using facilities; FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT:
- 5.11.1 The user hereby agrees to name the Village of Cambridge as an unrestricted additional insured on the user's policy.
- 5.11.2 The policy naming the Municipality as an additional insured shall:
- 5.11.2.1 Be an insurance policy from an A. M. Best rated "secured" New York State licensed insurer;
 - 5.11.2.2 Contain a 30 day notice of cancellation;
 - 5.11.2.3 State that the organization's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers.
- 5.11.3 The user agrees to indemnify the Municipality for any applicable deductibles.
- 5.11.4 Required Insurance: Commercial General Liability Insurance; \$1,000,000 per occurrence/ \$2,000,000 aggregate.
- 5.11.5 User acknowledges that failure to obtain such insurance on behalf of the Municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Municipality.
- 5.11.5.1 The user is to provide the Municipality with a certificate of insurance, evidencing the above requirements have been met.
 - 5.11.5.2 The failure of the Municipality to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Municipality.

Request to Use Municipal Building

Village of Cambridge
56 North Park Street
PO Box 271
Cambridge, NY 12816

Date: _____ Date(s) Requested: _____

Name of organization/individual: _____

Time of the event: _____ to _____

Person in Charge of Event: _____

Mailing Address: _____

Phone #: _____ E-Mail Address: _____

INFORMATION ABOUT YOUR EVENT:

Purpose: _____

Total Number of Participants: _____ Adults: _____ Children: _____

Will there be an admission fee: Yes No If yes, what will it be used for? _____

Terms of Use:

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. S/he, on behalf of _____, does hereby agree to defend indemnify and hold harmless the Village of Cambridge from and against 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 the Village of Cambridge's property, facilities and/or services by _____.

Signature of Individual/Organizational Representative

Address: _____ Phone: _____