

VILLAGE OF ILION
49 Morgan Street
Ilion, NY 13357
315-895-7449

APPLICATION FOR PERMIT TO RESERVE
MUNICIPAL BUILDING AUDITORIUM

THE MUNICIPAL BUILDING IS LOCKED @ 4PM DAILY. PLEASE GO TO THE POLICE DEPT. TO ACCESS THE BUILDING THROUGH THE HANDICAPPED ACCESSIBLE ENTRANCE IN THE BACK PARKING LOT.

TODAY'S DATE: _____ HOURS OF USE: _____

DATE OF USE: _____

NAME OF ORGANIZATION OR INDIVIDUAL: _____

MAILING ADDRESS: _____

PHONE NUMBER: (DAY) _____ (NIGHT) _____

YOUR SUPERVISOR IN CHARGE: _____

NUMBER OF PEOPLE EXPECTED: _____ ADULTS: _____ CHILDREN: _____

PURPOSE OF USE: _____

IS THIS EVENT OPEN TO THE PUBLIC? YES NO

TABLES/CHAIRS _____

****FOR THE SAFETY & SECURITY OF ALL GUESTS, WE ASK THAT ALL VISITORS REMAIN WITHIN THE AUDITORIUM****

This permit allows persons in your organization the use of the auditorium and public rest rooms only.

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to the Village of Ilion for the use and care of the facilities. He/She on behalf of _____ does hereby covenant and agree to defend, indemnify and hold harmless the Village of Ilion from and against any and all liability, loss, damages, claims or actions (including costs and attorney 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 Village of Ilion's property, facilities and/or services by _____.

I have received the facility / property use requirements.

SIGNATURE OF APPLICANT: _____

APPROVED BY: _____

CC: Village Treasurer
Police Dept. (IF OPEN TO PUBLIC IS ANSWERED YES, PLEASE OPEN & LOCK FRONT DOORS)
Maintenance Dept.

VILLAGE OF ILION
FACILITY / PROPERTY USE REQUIREMENTS

It is expected that all users will abide with proper conduct during the usage of the property.

1. All posted rules must be adhered to.
2. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
3. No alcohol or intoxicants are allowed.
4. Any damage to municipal facilities shall be promptly repaired at the user's expense.
No exceptions.
5. Organizations using the property must clean up afterwards.
6. Permits may be revoked at any time.
7. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
8. There is no public telephone at this location. The emergency telephone number for Police & Fire departments is: **911**. The appropriate authority must be contacted in the event of an emergency.
9. When required, users must provide the following insurance prior to using facility:
Additional Requirement: Proof of liability insurance naming the Village of Ilion as an additional insured.
Failure to do so prior to use will result in revocation of your permission to use.