

VILLAGE OF HILLBURN

Re: Application for Use of Village Facility

APPLICANT: _____

DATE/TIME: _____

FACILITY: _____

DATE OF APPROVAL BY VILLAGE BOARD: _____

**RECEIPT OF INSURANCE: Limited Coverage: \$500,000 Liability
Certificate of Insurance with Additional Insured: Village of Hillburn**

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MEMORANDUM OF UNDERSTANDING

WHEREAS, the Village of Hillburn (hereinafter referred to as "Village") maintains its Municipal Building at 31 Mountain Avenue, Hillburn, New York 10931 and

WHEREAS, the Village currently is the owner of four separate facilities which it intends to rent out to members of the public and,

WHEREAS, those facilities are the Community Room located at the Hillburn Fire Department, the Youth Center and the Ball Field located at the Youth Center, and the Veterans Memorial Park, and

WHEREAS, it is the intention of the Village Board to have the rights and responsibilities of anyone renting these facilities clearly spelled out in order to alleviate any potential misunderstanding and,

WHEREAS, the Village's desires in providing limitations and conditions as to the use of the buildings and ball fields it is hereby agreed as follows:

1. The Community Room located at the Village of Hillburn Fire Department shall be known as **The Community Room**. Parking for the Community Room shall be limited to on street parking.
2. The Youth Center should be known as **The Youth Center**. The parking for the Youth Center is limited and parking on the field is strictly prohibited.
3. The ball field which is located adjacent to the Center shall be known as **The Ball Field**. Parking shall be at The Youth Center. Parking on the field is strictly prohibited.
4. Veterans Memorial Park shall be known as **The Park**. Parking shall be in permitted areas along the perimeter of the Park.

As applied to all four separate facilities any individual or entity wishing to rent any of the premises agrees that there will be no alcohol permitted at the facility during any of the functions for which the premises is rented.

The Village Clerk should hereafter keep a calendar of dates provided by the Village Board for the use of any premises which calendar shall be reviewed on a regular basis by the Village Board.

Any Applicant wishing to use any of the aforementioned facilities must initially request the Village Board for permission to use such facilities. Such Application shall be made in a form promulgated by the Village Board and shall be subject to a vote of the three person Village Board of Trustees. The Village Board specifically reserves the right to decline the use of any of the facilities if the Board determines that the proposed use shall not be in the best interest of the Village.

Village run activities shall have priority over any other function unless that function has already been scheduled and permission granted by the Village Board and fees referred to below paid.

PRIORITIES

The use of the facilities shall be given the following priorities:

- A. The Village Board and all official Committees, Boards, Commissions and Authorities appointed by The Board shall have first priority of the subject facilities subject only to previously scheduled meetings or functions for which permission has been granted and appropriate fees paid.

Fees and Deposits

Official use by any Village of Hillburn Board, Agency, Committee or Commission shall be without fee or charge whatsoever. Use by any Official Town, County, State or Federal Government Unit or Agency or individual or group entity shall be subject to a fee as set forth herein.

Facility Rental and Fees

Security Deposit for using facility (Due with application)	\$150.00
Rental Fees (Due upon notification of approval)	
(a) Resident	\$150.00
(b) Non-resident	\$350.00
(c) Non-Official Civil Use (meetings only)	\$ 10.00
(d) Overtime Rate (after 5 hours)	\$100.00 per hour
(e) Youth Center Kitchen Use (additional cost)	\$ 50.00

All users are expected to leave the premises in good order with floors, ball field and restrooms free of trash.

The fees payable to the Village of Hillburn are intended to cover the operational cost, such as cleaning, reasonable wear and tear on the facilities and the Village's assigned security person who will open and close the respective facility.

The funds received by the Village of Hillburn shall be used for whatever purpose it deems appropriate.

All users of any of the Village owned facilities shall present an insurance policy naming the Village of Hillburn as an insured entity in an amount to be determined by the Village.

Dated:

Hillburn, New York

VILLAGE OF HILLBURN
By Joseph P. Tursi Mayor

APPLICANT

Attest:

Robin Miele
Village Clerk/Treasurer