



**APPLICATION & AGREEMENT
FOR USE OF THE
VAN WYCK COMMUNITY CENTER**

Please Type or Print Clearly (Incomplete forms may not be accepted)

Name of Requesting Individual _____

Name of Organization (if applicable) _____

Mailing Address _____

Phone Number _____ **Cell** _____ **Email Address** _____

Designated Responsible Official(s) _____ **Town Resident (Y/N):** _____

Describe the Specific Type of Use of the Center in Connection with this Application _____

Number of Participants/Spectators Expected _____

Date(s) Requested ____ / ____ / ____

Time(s) of day Requested _____ to _____

All applicants and Users of the Van Wyck Community Center (“Center”) must comply with and agree to the following terms:

1. **Conditions of Use:** The Center may be only be used for lawful purposes that comply with the Van Wyck Community Center Use Policy as adopted by the Town Council of Van Wyck (the “*Use Policy*”). The following requirements and practices apply to the use of the Center:
 - a. No animals are allowed in the Center except for ADA service.
 - b. Any use of the Center shall not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, familial status or disability.
 - c. Behavior considered to be detrimental to the normal operation of the Center or the safety, health and general welfare of the public is prohibited.
 - d. The sale or distribution of alcoholic beverages at the Center are prohibited unless a resolution allowing for the sale and distribution of alcoholic beverages has been passed by Town Council.
 - e. Illegal drugs and substances of any kind on or in Town of Van Wyck property and/or facilities are prohibited. Use of tobacco products, smoking, or vaping in the Center or anywhere on the property is prohibited.
 - f. No staples, nails or hole inducing device, tool or apparatus may be used in or on the Center.

- g. Tables, trash receptacles, equipment, and any facility property may not be moved from its original location to another. Folding tables and chairs are to be collapsed and returned to the carts.
- h. The person to whom this approved application is issued (or a designee) must have this form in his or her possession during the time the Center is being set-up for use, during use, and during cleanup after use.
- i. The Center must be returned to the state of cleanliness and orderliness from which they were obtained.
- j. Town of Van Wyck officials, employees, and agents must be allowed to enter programs or events to carry out their necessary duties and responsibilities.
- k. The Town noise ordinance is in effect. The use of amplification systems – where sound levels will go beyond the boundaries of the Center or violate the noise ordinance require Town authorization.
- l. All vendors conducting business within the Town must obtain a Town business license. Any applicable business licenses are to be paid as required by the Van Wyck Code of Ordinance Section 5.04.010 et seq.

2. Specifically Prohibited Use & Activities. In addition to all other requirements and prohibitions contained herein, the following are specifically prohibited in the Center: Any use or activities involving or relating to trampolines and rebounding equipment (such as bounce houses), mechanical amusement devices, carnivals, circuses, concerts promoted by third parties, rodeos, zoos, skateboarding, fireworks, discharging of firearms, and archery.

3. Hours of Use. The established hour of use of the Center are between the times of 7:30am and 9:00pm. Any requested times outside of these normal hours of use shall be documented in this application and must be approved. The key to the Center will be available for pick-up 24 hours prior to the scheduled and approved date requested. A time for the return of the key will be decided upon when the application is completed. The Center must be vacated once the Center building is closed and locked. Absolutely no loitering is allowed once the building is closed and locked.

4. Deposits & Fee Schedule. [Applicable to uses under Sections A(4) & (5) of the Use Policy]. A refundable deposit of \$100.00 is required to reserve the Center. Failure to comply with the terms and requirements of this policy and will result in the loss of deposit and possible denial of future use of the Center and/or other Town parks and facilities. Any damages to Town property will be assessed and repaired by the Town of Van Wyck and will result in a forfeiture of the deposit. The requesting individual or entity will be billed for the remaining balance of any required repairs. The following fee schedule shall apply for use of the Center:

- a. Facility Fee: \$50/hour¹ (four hour minimum). The fee includes set up and clean up time.
- b. Staff fee for setup, maintenance, and cleanup of \$100.00 per hour. For the purposes of this fee schedule, “staff” is defined as Town of Van Wyck officials and employees and any agents and designees acting on behalf of the Town of Van Wyck.
- c. Refund of the rental deposit is contingent upon compliance with the terms and requirements of this agreement and the Use Policy as determined by the Town’s designee in his/her sole discretion. Compliance factors considered include but are not limited to:
 - a. Damages to the Center and Town Property;

¹ Fees for Town resident uses under Section A(4) of the Use Policy are generally waived. To be eligible, the Town resident must be the Requesting Individual and be present for the duration of the event.

- b. Cleanliness and general condition of the Center;
- c. Return of tables and chairs to designated racks;
- d. Cancellation of reservation within two weeks of the event;
- e. Failure of any business affiliated with the event to obtain a Town business license prior to the event;
- f. Return of key;
- g. Cancellation of reservation at any time within fourteen (14) days of the event;

(note: fees/deposits paid using a credit/debit card incur an additional non-refundable 3% service charge)

- 5. Cleanup.** The undersigned Individual, Organization and/or Organization's Representative using the Center will have the responsibility for cleaning the building and the immediate surrounding area of garbage waste, trash and debris after its use. Cleaning includes sweeping and mopping all floors, stacking the tables and chairs in an orderly manner, removing, and disposing of all garbage waste, trash and debris from the building and grounds. If building and grounds are not left clean, the refundable deposit will be forfeited. The undersigned Individual, Organization and/or Organization's Representative will be billed for any required cleanup performed by the Town or its designee.
- 6. Restriction on Assignment.** The undersigned Individual, Organization and/or Organization's Representative shall not assign, sublet, sell, encumber, or otherwise in any way transfer its interest in the Center, whether in whole or in part, without the express written consent of the Town of Van Wyck or its designee, or change or alter any part of the building on the Center without the prior written consent of the Town or its designee.
- 7. Certificate of Liability Insurance:²** The Town of Van Wyck requires any individual, group, or entity sponsoring or hosting any event in the Center to provide the Town with a certificate of general liability insurance naming the Town of Van Wyck and its officials, employees, and volunteers as additional insureds. The minimum policy limits for such insurance shall be \$1,000,000 and shall cover all use of the Center including setup and teardown/cleanup days.
- 8. Hold Harmless & Indemnification:** The undersigned Individual, Organization and/or Organization's Representative shall assume all risks incident to or in connection with the use of the Center and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the authorized use of the Center. The undersigned Individual, Organization and/or Organization's Representative further agrees to indemnify and hold harmless the Town of Van Wyck, its officials and employees and any agents and designees acting on behalf of the Town of Van Wyck, (collectively the "Town") from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against the Town based on any such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom.

CONTIUNED ON THE FOLLOWING PAGE

² Applicable to all uses under Sections A(4) and (5) of the Use Policy. Uses under Section A(3) may also be required to maintain insurance coverage for any event in excess of 30 attendees or upon request of the Town representative.

I have read and understand the Van Wyck Community Center Use Policy and understand its requirements. I have also read and understand the terms of this application and agreement provided herein. I, and the designated responsible official (if applicable), agree to be fully responsible for the Van Wyck Community Center as outlined in the Van Wyck Community Center Use Policy and the terms of this agreement contained herein.

Applicant Signature _____ **Date** ____/____/____

For Town use only:

Approved /Not Approved

Payment amount: \$_____, type_____ (cash, check, card)

CC portal: <https://client.pointandpay.net/web/TownofVanWyckLicenseandOrdinance>

Town of Van Wyck Official Signature : _____ (Phone: _____)

Additional Comments:



Van Wyck Community Center Use Policy (Effective 3/1/2021)

GENERAL STATEMENT:

The Town of Van Wyck encourages the use of its facilities by its citizens. This policy is provided and designed to standardize events held in the Van Wyck Community Center (“Center”) and to ensure coordination in the scheduling of the events. It is also designed to communicate to the public the rules of use of the Center and the approval process for Center use requests. The intent of this policy is to help users of the Center enjoy it to its fullest extent while considering the safety and health of the participants and the protection of public property.

The Town of Van Wyck encourages events that educate and expose the public to a range of diverse cultural and social experiences, however, the approval of an event is not an endorsement of the event by the Town.

A. Priority of use.

Decisions to grant use of the Center will be made in accordance with the following prioritized designation and ranking:

1. Town of Van Wyck meetings or events.
2. Programs or events of community-wide interest approved, endorsed or co-sponsored by the Town of Van Wyck.
3. Programs or events of community-wide interest sponsored and organized by local civic organizations.
4. Town resident private functions.
5. Non-town resident private functions.

B. Use Criteria.

Items considered in the approval process include, but are not limited to:

1. General risk to health, safety and welfare to the participants in the event and to the citizens of Van Wyck.
2. Compliance with applicable town, state and federal laws.
3. Nature of the event, and how it will serve the community.
4. Impact of event on neighboring residents and properties.
5. Impact and/or cost of the event on Town property.
6. Dates and times during which the event will occur.
7. Number of participants, facility capacity, and parking availability.
8. Past compliance with this policy.

C. Application Process.

In order to quickly and efficiently review each Center Use Request (“Request”) submitted for approval, the Town has developed the following approval process:

1. **Step 1: submittal of application.** The applicant submits the Request to the Town, or its designee, detailing the event, nature of the use of the Center, and specific needs for Town services. The Request must be submitted at least one (1) month in advance of the planned event date to determine eligibility, availability, and consideration for approval. All requests must include a copy of the applicant’s (the “Requesting Individual”) driver’s license or state-issued identification. Requests filed less than one (1) month from the planned event date will be approved on a first-come-first-served availability basis. The Request may be found on the Town’s website.

2. **Step 2: application review.** Completed Requests will be reviewed by the Town, or its designee, in light of this policy's priority of use and use criteria. During the review process, the Town, or its designee, will work with the event organizer to discuss any questions and/or changes that may arise in order to complete the review process in a timely manner. In some cases, review and approval by the Town Council may be required.
3. **Step 3: determination of approval.** Upon approval of the Request, the Town, or its designee, will mark the Request form as approved and deliver a signed copy to the applicant. Any approval is contingent upon receipt of any applicable deposits and fees to the Town, or its designee.

D. General Policies, Rules and Regulations Governing Use of Center

The following requirements and practices apply to requests for use of the Center:

1. No animals are allowed in the Center except for ADA service.
2. Any use of the Center shall not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, familial status or disability.
3. Behavior considered to be detrimental to the normal operation of the Center or the safety, health and general welfare of the public is prohibited.
4. The sell or distribution of alcoholic beverages at the Center are prohibited unless a resolution allowing for the sale and distribution of alcoholic beverages has been passed by Town Council.
5. Illegal drugs and substances of any kind on or in Town of Van Wyck property and/or facilities are prohibited. Smoking in the Center is prohibited.
6. No staples, nails or hole inducing device, tool or apparatus may be used in or on the Center.
7. Tables, trash receptacles, equipment, and any facility property may not be moved from its original location to another.
8. The person to whom the approved Request form is issued (or a designee) must have the form in his or her possession during the time the Center is being set-up for use, during use, and during cleanup after use.
9. The Center must be returned to the state of cleanliness and orderliness from which they were obtained.
10. Town of Van Wyck officials, employees, and agents must be allowed to enter programs or events to carry out their necessary duties and responsibilities.
11. The Town noise ordinance is in effect. The use of amplification systems – where sound levels will go beyond the boundaries of the Center or violate the noise ordinance require Town authorization.
12. Any applicable business license are to be paid as required by the Van Wyck Code of Ordinance Section 5.04.010 et seq.

E. Specific Prohibited Use & Activities.

In addition to the above prohibitions, the following are prohibited in the Center: Any use or activities involving or relating to trampolines and rebounding equipment (such as bounce houses), mechanical amusement devices, carnivals, circuses, concerts promoted by third parties, rodeos, zoos, skateboarding, fireworks, discharging of firearms, and archery.

F. Deposits & Fee Schedule [applicable to uses under Section A(4) and (5)]

The Town requires a refundable deposit of \$100.00 to reserve the Center. Failure to comply with the terms and requirements of this policy will result in the loss of deposit and possible denial of

future use of the Center and/or other Town parks and facilities. The requesting individual will be billed for any required cleanup. Any damages to Town property will be assessed and repaired by the Town of Van Wyck. The requesting individual or entity will be billed for any required repairs.

The Town adopts the following fee schedule for use of the Center:

- a. Facility Fee¹ (applicable to uses under Section A(4) and (5): \$50/hour (four hour minimum). The fee includes set up and clean up time.
- b. Staff fee for setup, maintenance, and cleanup of \$100.00 per hour. For the purposes of this fee schedule, "staff" is defined as Town of Van Wyck officials and employees and any agents and designees acting on behalf of the Town of Van Wyck.
- c. Refund of the rental deposit is contingent upon compliance with the terms and requirements of this agreement and the Community Center Use Policy as determined by the Town's designee in his/her sole discretion. Compliance factors considered include but are not limited to:
 - a. Damages to the Facility and Town Property;
 - b. Cleanliness and general condition of the Facility;
 - c. Return of tables and chairs to designated racks;
 - d. Cancellation of reservation within two weeks of the event;
 - e. Failure of any business affiliated with the event to obtain a Town business license prior to the event;
 - f. Return of key;
 - g. Cancellation of reservation at any time within fourteen (14) days of the event;

(note: fees/deposits paid using a credit/debit card incur an additional non-refundable 3% service charge)

G. Insurance & Liability

The Town of Van Wyck requires any individual, group, or entity sponsoring or hosting any event in the Center to provide the Town with a certificate of general liability insurance naming the Town of Van Wyck and its officials, employees, and volunteers as additional insureds.² The minimum policy limits for such insurance shall be \$1,000,000.

All applicants for use of the Center shall sign a hold harmless clause to be included in the application.

H. Hours of Use.

1. Normal start time shall be no earlier than 7:30am.
2. Normal end time shall be no later 9:00pm.
3. Any requested times outside of these normal hours of use shall be documented on the **Request** form and must be approved.

¹ Fees for Town resident uses under Section A(4) are generally waived. To be eligible, the Town resident must be the Requesting Individual and be present for the duration of the event.

² Applicable to all uses under Sections A(4) and (5). Uses under Section A(3) may also be required to maintain insurance coverage for any event in excess of 30 attendees or upon request of the Town representative.

Tenant User Liability Insurance Program

How To Guide

Your local government, Town of Van Wyck has enrolled in a program that allows you, the “user” of a municipal facility, school, or other local government property, to secure cost effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided.

The Town of Van Wyck is a registered user of the TULIP program through the National League of Cities (NLC) and HUB International New England via Intact Insurance. Its assigned **unique Venue ID-Code is: 0501-D76**

How it works:

1. Log onto www.intactspecialty.com/entertainment ... then scroll down and click on **“Planning an Event?” - Get a Free Quote**
2. Enter the Venue ID-Code listed above or use the venue drop down menu.
3. Select the Event Details or “eligible activity” from the drop down window, e.g. wedding, festival, etc.
4. Answer the 4 questions.
5. Select the date range for the event on the calendar by clicking on the day of event (if multiple dates, select all of these).
6. Name Event...then click on yes/no for Liquor Liability...then add Average Daily Attendance...then answer the next 4 questions (if applicable).
7. At this point you are able to “GET QUOTE”.

If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. (800) 370-2106.

