

**TOWN OF GUILFORD  
223 MARBLE ROAD  
GUILFORD, NY 13780  
(607) 895-9966**

**FACILITY USE REQUIREMENTS**

The use of all Town facilities shall be subject to the approval and rules of the Guilford Town Board.

1. Organizations or individuals wishing to use municipal facilities shall first apply to the Guilford Town Clerk on the prescribed form.
2. Alcoholic beverages will not be allowed.
3. All posted rules must be adhered to.
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. Any damage to municipal facilities must be cleaned up afterwards. If using the pavilion, garbage is to be taken with you.
6. The tables and chairs in the Town Hall meeting/court room are to be put back as found.
7. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions.
8. Make sure all doors are locked and lights are turned out when leaving. Permits may be revoked at any time.
9. Any organization with youth less than 18 years old requires the presence of adequate adult supervision at all times.
10. There is no public telephone available.
11. When required, users must provide the following insurance prior to using facilities.

**Commercial User:**

All commercial users will provide the Town of Guilford a Certificate of Insurance naming the Town as additional insured with a minimum of \$1,000,000 per occurrence for the events inclusive dates.

**Individual Users:**

**Homeowners Insurance**

Section Two- Liability: \$100,000 limit of liability. Policy shall not exclude the off premised activities of the insured.

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**APPLICATION FOR USE OF COMMUNITY FACILITIES**

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

**INFORMATION ABOUT YOUR GROUP**

Name of Organization or Individual: \_\_\_\_\_

Person in charge: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

**INFORMATION ABOUT INTENDED USE OF MUNICIPAL FACILITIES**

Purpose of Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time of Use: \_\_\_\_\_ to \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Is an admission fee charged? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what will proceeds be used for? \_\_\_\_\_

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**FACILITIES USE AGREEMENT**

The undersigned is over 21 years of age and has read the regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she on behalf of the named organization or individuals does hereby covenant and agree to defend, indemnify and hold harmless the Town of Guilford from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent possible by law, arising out of or in connection with the actual or proposed use of the town of Guilford's property and facilities by the organization/individuals.

\_\_\_\_\_  
Signature of Organization Representative

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please read, complete, and return pages 2 and 3 with the appropriate fee to:

Guilford Town Clerk  
223 Marble Road  
Guilford, NY 13780

To keep the date(s) open, you must return forms and fees to us within 30 days from receiving them.

Any required deposits will be returned to you if the town feels that you have left the premises the way it was when you got there. It will not be returned to you if you cancel less than 90 days prior to your event.