

# VILLAGE OF VICTORY

23 Pine Street, Victory Mills, New York 12884

Phone/Fax: (518) 695 - 3808

## Building Use Permit Application

**The applicant agrees to each of the conditions, statements and representations in this document.**

1. A Building Use Permit Application is required to reserve the village facility. Groups, organizations and individuals using village facilities shall comply with the laws of the United States, State of New York, County of Saratoga and the Village of Victory. The village hall is a public facility and is open to the general public during normal operating hours. Authorized personnel of the Village of Victory, the New York State Police or the Saratoga County Sheriff may revoke any permit previously granted if it is determined by such person that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the rules, regulations or policies governing the permit requested is not being complied with, or that the safety of the patrons or visitors to the facility is endangered by the continuation of such activity. If the permit is revoked, the rental and deposit fees will not be refunded.
2. The permit holder agrees to assume liability for any damage done to any Village of Victory property as a result of the permit holder's gathering. *For businesses*, a certificate of insurance must be provided in the minimum amount of \$1,000,000 liability naming the Village of Victory additional insured. This requirement cannot be waived for a business. The requirement of naming the Village of Victory additional insured may be waived when the applicant is an individual and not a business, but that individual must supply the Village with a copy of his homeowner's or renter's policy in a form acceptable by the Village Board of Trustees. The policy must carry a minimum amount of \$100,000 in liability coverage.
3. If an event is catered, the caterer must also supply the Village with a certificate of insurance in the minimum amount of \$1,000,000 liability, naming the Village of Victory additional insured.
4. When not in use for Village business, the village hall may be reserved for the following approved purposes: for learning or the arts; for holding social, civic and recreational meetings and entertainments that are open to the public; for meetings for organizations of federal, state and local governments.
5. ***A \$250 security deposit is required to reserve the village hall for those groups using the Village Hall on an ongoing basis throughout the year. For one time-event, a \$100 security deposit is required.*** Deposits will be refunded if the building and grounds are left in the condition in which they were found, and if the permit holder has complied with all of the terms and conditions of the permit.
6. There shall be no possession or consumption of alcoholic beverages, including beer, wine, liquor or other intoxicating beverages allowed on Village grounds.
7. There shall be no smoking anywhere in the Village Building. All butts must be placed in the outside receptacle as provided, by the side ramp door.
8. The village hall is available at the hour approved on the form. Any event that starts earlier or runs later than the approved time will be assessed the hourly fee in full-hour increments.
9. The permit holder is responsible for set-up, take-down and cleaning of the rooms. Set-up, take-down and cleaning is considered part of the rental period for which a fee must be paid. The room must be left in the condition in which it was found, which includes cleaning and setting the room back up.
10. Any cleaning performed by village staff as a result of your event will be assessed a \$30 per hour fee, and will be assessed in full-hour increments. The permit holder is responsible to bring his own cleaning equipment and supplies.
11. Fees are due upon approval of the building use permit and certificate of insurance.
12. Facility use fees are non-refundable. There is a \$20 service charge for all returned checks.
13. In the event of an emergency situation or inclement weather and village personnel need to close the building, the permit holder will be notified as soon as possible. Rental fees will be returned, but the village will not be responsible for any organization's loss of revenues resulting from situations beyond the village's control which results in the cancellation of an event.

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14. Fees

	Resident of Victory	Non-Resident Fees
<b>Village Hall</b>		
<u>With</u> Kitchen Use	\$40.00/hour	\$50.00/hour
<u>Without</u> Kitchen Use	\$20.00/hour	\$30.00/hour

\*Village of Victory Employees, David Nevins Volunteer Firemen and Auxiliary Members – are EXEMPT and no fee applies. However, the application form must be submitted.

15. Proof of residency is required.

I have read and understand and agree to comply with the rules and policies therein. I also understand and agree that the deposit will be refunded only if all of the terms and conditions of the **Building Use Permit Application** are met satisfactorily and the facilities are left in good condition. As the official designee of the permit holder, I hereby pledge to conform to all of the regulations and policies established by the Village of Victory governing the use of the village facilities and accept full responsibility for any damage done by those I represent.

**ASSUMPTION OF RISK:**

The Village of Victory will not be liable for any claims for injury or damages resulting from or arising out of the use of the Village's facilities. The permit holder agrees to indemnify the village and hold it harmless against any and all such claims, damages, losses and expenses, including reasonable attorney's fees, as a result of the permit holder's gathering. This provision is intended by the parties to be broadly interpreted so as to accomplish the goal of relieving the Village from any cost or liability associated with the permit holder's gathering.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
(If Applicable)

**\*Please make (2) separate checks payable to the Village of Victory for:**

(A) the security deposit \_\_\_\_\_

(B) the rental fee. \_\_\_\_\_

Permit Holder/ Person Responsible: \_\_\_\_\_ Date: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Purpose: \_\_\_\_\_

Hours: \_\_\_\_\_ Approximate Number Attending: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Certificate of Insurance \_\_\_\_\_ Reservation Fee Received \_\_\_\_\_ Deposit Received \_\_\_\_\_

Deposit Refunded \_\_\_\_\_ Authorized by \_\_\_\_\_ Date \_\_\_\_\_

### Maintenance Report

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Fees: CHECK NUMBER: \_\_\_\_\_ or CASH      Amount Paid: \_\_\_\_\_

### Rules, Regulations and Fees

To enhance and promote the safety, well being and enjoyment of the Village of Victory facilities, the following rules, regulations and fees are promulgated and are hereby adopted:

1. There shall be no possession or consumption of alcoholic beverages, including beer, wine, liquor or other intoxicating beverages allowed on village grounds.
2. There shall be no smoking anywhere in the Village Building. All butts must be placed in the outside receptacle as provided, by the side ramp door.
3. The possession or use of a weapon is prohibited on village grounds and in village facilities.
4. All pets on village grounds must be leashed and all animal waste must be removed by the owner from the grounds.
5. A Building Use Permit Application is required to reserve the village hall. Groups, organizations and individuals using village facilities shall comply with the laws of the United States, State of New York, County of Saratoga and the Village of Victory. Authorized personnel of the Village of Victory, the New York State Police or the Saratoga County Sheriff may revoke any permit previously granted if it is determined by such person that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the rules, regulations or policies governing the permit requested is not being complied with, or that the safety of the patrons or visitors to the facility is endangered by the continuation of such activity. If the permit is revoked, the rental and deposit fees will not be refunded.
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7. The requirement for naming the Village of Victory additional insured may be waived when the applicant is an individual and not a business, but that individual must supply the village with a copy of his homeowner's or renter's policy in a form acceptable Village Board of Trustees. The policy must carry a minimum of **\$100,000** in liability coverage. The Village of Victory will not be liable for any claims for injury or damages resulting from or arising out of the use of the village's facilities. The permit holder agrees to indemnify the Village and hold it harmless against any and all such claims, damages, losses and expenses, including reasonable attorney's fees, as a result of the permit holder's gathering. This provision is intended by the parties to be broadly interpreted so as to accomplish the goal of relieving the Village from any cost or liability associated with the permit holder's gathering.
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16. FEES

	<b>Resident of Victory</b>	<b>Non-Resident Fees</b>
<b>Village Hall</b>		
<u>With</u> Kitchen Use	\$40.00/hour	\$50.00/hour
<u>Without</u> Kitchen Use	\$20.00/hour	\$30.00/hour

17. Proof of residency is required. Neither the loss of the security deposit or the collection of damages, or both, will prohibit the prosecution by the Village of any person for a violation of a rule or regulation, State or Local Law, ordinance, rule or regulation.  
A violation of these Rules, Regulations and Fees shall constitute a violation, and subject the offender to a fine of no more than \$250.

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## SHUT DOWN PROCEDURES WHEN RENTING OR USING THE VILLAGE HALL

DATE: \_\_\_\_\_

OCCASION: \_\_\_\_\_

**BEFORE YOU LEAVE** - PLEASE make sure everything has been checked off or if you notice any damage make a note so that the Village Board can address that issue.

Also you **MUST SIGN** at the bottom of this form so that you can be contacted and will be responsible for signing off and that you have personally checked these items.

- Windows: Have all the windows been closed and locked in the hall and the kitchen.
- Thermostat: In the summer: Turn off the air conditioning in the hall and the kitchen. They are on a different zone and each thermostat must be shut off (same with heat).  
In the winter: Lower the thermostat to 55 degrees.
- Doors: Are they all shut and locked. The kitchen door does not get locked but must be shut at all times. A reminder to make sure the outside rear door is locked.
- Occupants: Make sure all occupants have exited the building. Check kitchen, bathrooms and hallways.
- Lights: Are all the lights off in the hall, hallways, kitchen and bathrooms. Did you check the outside lights (ramp side of building)?

**YOU ARE RESPONSIBLE FOR TAKING THE TRASH OUT AND DISPOSAL!**  
**Please remember to remove the trash generated from your function –**  
**THANK YOU!**

REMARKS: (Please note damages or concerns here)

**Authorized Signature:** \_\_\_\_\_

(Form must be dropped off to the Village Clerk's Office with key return to get deposit back)