Attachment E

FACILITY USE REQUIREMENTS
FOR
THE TOWN OF OSWEGO, NEW YORK
TOWN HALL MEETING ROOM

2320 County Route 7
Oswego, New York 13126

The use of the meeting room, kitchen facilities or other areas at THE TOWN OF OSWEGO, NEW YORK, TOWN HALL MEETING ROOM may be made by organizations or groups open to membership by all residents of the Town of Oswego, New York, for non-profit making, community purposes only subject to the approval and compliance with rules established by the Town Board of the Town of Oswego, New York.

1. Such organizations or groups wishing to use the meeting room facilities shall first apply to the Supervisor on the prescribed form. Use of the facility requires the written approval of the Supervisor.

2. Sale or consumption of alcoholic beverages or presence of apparently intoxicated person(s) on the premises is strictly forbidden.

3. Compliance with all posted rules is required.

4. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited. Those found in violation will be ejected from the premises.

5. Any damage to municipal facilities shall be promptly repaired at the user's expense.

6. Before leaving, user must make sure the facility is cleaned up. Chairs and tables are to be returned to their original positions. All windows are to be closed, doors locked and lights turned off. All generated trash must be removed by permit holder.

7. Permits may be revoked at any time.

8. Any user organization or group which includes or is accompanied by youth under 18 years of age requires the presence of adequate adult supervision at all times.

9. The deposit for the meeting room use is $100.00, payable before use begins. Meeting room use deposit may be waived by special authorized approval as the Supervisor shall deem appropriate, so long as same is not prohibited by law.

10. All meetings and activities conducted on the premises shall be open to residents of the Town of Oswego, New York.

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APPLICATION
FOR USE OF
THE TOWN OF OSWEGO, NEW YORK
TOWN HALL MEETING ROOM

2320 County Route 7
Oswego, New York 13126

Date of Application: _____

Date(s) Requested for Use: _____Time: _____ To:_____

INFORMATION ABOUT YOUR GROUP:

Name of Organization or Group: _____

Name and Address of Person in Charge of Event:

_____

_____

Phone: (Day)_____
(Evening)_____

INFORMATION ABOUT YOUR INTENDED USE OF MEETING ROOM:

Purpose of Event: _____

_____

Total Attendees Expected: Adults: _____ Children: _____
(Maximum Occupancy is 104 Persons)

Is use of Town chairs and tables requested? Yes_____No_____
If so, how many? Chairs_____Tables_____

Is use of Kitchen requested? Yes_____No_____
Note: Use of appliances is allowed; however, supply of coffeemaker, plates, silverware, paper products, etc. are the responsibility of the user.

Is an admission fee to be charged? Yes_____No_____

If so, for what will the proceeds be used? _____

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AGREEMENT

The undersigned is over 21 years of age and has read this application and attached regulations and agrees to comply with them. He/she agrees to be personally responsible to THE TOWN OF OSWEGO, NEW YORK for the use and care of the facilities.

He/she, as fully authorized representative and agent of any applicant organization, does hereby covenant and agree to defend, indemnify and hold harmless THE TOWN OF OSWEGO, NEW YORK, its successor and assigns, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's 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 the facilities and/or services by such applicant organization.

Applicant: _____
(Signature of Individual or Group Representative)

Address: _____

Phone Number: _____

Return completed application and certificate of insurance to Office of the Supervisor, Oswego Town Hall, 2320 County Route 7, Oswego, New York 13126.

Facility use deposit charged? Yes/No

Approved: _____ _____
(Signature of Supervisor) Date