

**APPLICATION FOR THE USE OF THE  
TOWN OF COVERT MUNICIPAL BUILDING  
8469 SOUTH MAIN STREET  
INTERLAKEN, NEW YORK**

TODAY'S DATE \_\_\_\_\_ DATE OR DATES REQUESTED \_\_\_\_\_

NAME OF ORGANIZATION OR INDIVIDUAL: \_\_\_\_\_

TIME \_\_\_\_\_ TO \_\_\_\_\_ SUPERVISOR IN CHARGE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE DAY \_\_\_\_\_ NIGHT \_\_\_\_\_

PURPOSED USE: \_\_\_\_\_  
\_\_\_\_\_

TOTAL PARTICIPANTS EXPECTED: \_\_\_\_\_ ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_

IS MATERIAL OR EQUIPMENT REQUIRED FROM MUNICIPALITY? YES: \_\_\_\_\_ NO: \_\_\_\_\_

IF NEEDED, STATE WHAT TYPES AND WHAT PURPOSE: \_\_\_\_\_  
\_\_\_\_\_

Number of RESIDENTS: \_\_\_\_\_ Number of NON-RESIDENTS: \_\_\_\_\_

IS ADMISSION FEE CHARGED? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO WHAT WILL THE PROCEEDS BE USED FOR? \_\_\_\_\_  
\_\_\_\_\_

**AGREEMENT**

The undersigned is over 21 year of age and has read this form and attached 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 \_\_\_\_\_ does hereby covenant and agree to defend, indemnify and hold harmless the Town of Covert 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 permissible by law, arising out of or in connection with the actual or proposed use of Town of Covert's property, facilities and /or services by \_\_\_\_\_.

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**READ ATTACHED REQUIREMENTS AND RETURN TO COVERT TOWN  
CLERK, 8469 MAIN STREET, INTERLAKEN, NEW YORK 14847**

# REQUIREMENTS FOR THE USE OF THE TOWN OF COVERT MUNICIPAL BUILDING

1. Organizations or private individuals wishing to use the Municipal Building shall first apply to the Town of Covert Town Board on the prescribed form, at least 45 days prior to the use of the Building. The Covert Town Board has the final authority on approval.
2. ALCOHOL is NOT PERMITTED on the Town of Covert property.
3. SMOKING is NOT PERMITTED in the Municipal Building.
4. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating the prohibition will be ejected from the premises.
5. Any damage to the Municipal Building shall be promptly repaired at the user's expense. NO EXCEPTIONS. If maintenance personnel are not available, make sure all doors are locked, lights are turned out and heat is turned down or the Air Conditioners are turned off when leaving.
6. Organizations or private individuals using the Municipal Building must clean-up afterwards.
7. Permits may be revoked at any time.
8. Any organizations or private individuals with youth under 18 years old requires the presents of adequate adult supervision at all times.
9. The fee for the use of the Municipal Building is \$\_\_\_\_\_, payable one week prior to the use of the building (non-profit organizations are exempt)
10. Organizations or private individuals must have \$100,000 limit of liability. Said certificate of insurance shall be presented with the payment for the use of building (non-profit organizations are exempt)

TOWN OF COVERT TOWN BOARD