

TOWN OF MILTON COMMUNITY CENTER  
APPLICATION/PERMIT  
310 NORTH LINE ROAD  
BALLSTON SPA, NEW YORK 12020  
SUPERVISOR'S OFFICE 885-9220 EXT 113

SECTION 1      To be completed by applicant

Applicants should obtain a copy of the "Policy on Facility Usage" to become familiar with requirements associated with use of the facility.

ALL APPLICANTS MUST:

1. Complete this form and submit it to the Supervisor's Office, 503 Geyser Road, Ballston Spa, New York 12020.
2. Provide Evidence of Insurance in form acceptable to the Town.
3. Pay all applicable fees. (Make checks payable to the Town of Milton.)
4. Comply with the Policy on Facility Usage.

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Work Number \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested\*\* \_\_\_\_\_

Function \_\_\_\_\_ Number of People \_\_\_\_\_

**\*\*NOTE: Set-up, decorating and clean-up time is included in the rental period. The Center will not be opened more than one-half hour prior to your rental period.**

LESSEE/PERMITTEE further hereby agrees to defend, indemnify and save harmless the Town of Milton and all Town Officers, Town Employees, Town Agents, Boards of the Town and Board members and any Boards of the Town, all fire districts, all fire corporation, all fire companies and all ambulance companies of and from any and all liability, actions, causes of action, damages, suits, claims, or demands arising directly or indirectly from the subject of this agreement, the Permit granted through or by reason of this agreement, and/or by the use or occupancy of the Town of

Milton Community Center, and will pay or reimburse any of the persons named above for any and all reasonable attorney's fees incurred in defending against claims (both successful and unsuccessful) arising out of or by reason of the subject of this agreement, the Permit granted through or by reason of this agreement, and/or by the use or occupancy of the Town of Milton Community Center.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
APPLICANT

SECTION 2          To be completed by the Town of Milton

Applicant \_\_\_\_\_

Function \_\_\_\_\_

		Pd
Rental Fee	\$ _____	_____
Rental Deposit	\$ _____	_____
Kitchen Fee	\$ _____	_____
Set-up Fee (Optional)	\$ _____	_____
Total	\$ _____	_____
Security Deposit	\$ _____	_____
Balance Due (5 days before function)	\$ _____	_____

Proof of Insurance on file \_\_\_\_\_ Date \_\_\_\_\_

Request Approved \_\_\_\_\_ Date \_\_\_\_\_

Contact:	<i>Bill Collins</i>	885-3499
	<del>Bob Kilinski</del>	<del>937-1962</del>
	Frank Thompson	376-1821

**TOWN OF MILTON COMMUNITY CENTER**  
**310 Northline Road**  
**Ballston Spa, New York 12020**

**Rental Fees**

\$50.00 deposit to reserve the date (to be applied to total rental due).

\$50.00 per hour for Town of Milton residents. Additional 15% for non-residents.

Security deposit of \$100.00 is required. Security deposit will be returned after building inspection following the event and the facility is properly cleaned and in good order.

Use of Kitchen: An additional fee of \$100.00 will be charged for the use of the kitchen, either by party or caterer.

Set-up Fee (optional): \$75.00

A **MAXIMUM** of 250 people are permitted to attend any function.

All parties must vacate the building by 11:00 p.m.

**NOTE: Set-up, decorating and clean-up time is included in the rental period.**

## Town of Milton Community Center Policy and Facility Usage:

The Milton Community Center is for the use of Residents of the Town for assembly, recreation, instruction, socializing and Any other necessary activities. The Center will be open to the Public on a first come basis.

The Milton Community Center will be the home of the Ballston Area Senior Citizens. The Seniors will use the Center as per a prearranged schedule and at such other times according to the permit process.

The Supervisor's Office will be in charge of all bookings for the building. A deposit will be required to insure proper maintenance and cleaning. A letter and a Certificate of Insurance must be filed with the Supervisor's Office. They will then issue a written permit for the specific function.

Any act authorized pursuant to a permit may be performed only by the person or organization named therein, and any such authorization may not be assigned or delegated and except as provided in the permit. Any permit may be revoked at the option of the Town Board of the Town of Milton. In case of such revocation, all monies paid for or on account thereof shall, at the option of the Town be forfeited to and retained by the Town Office. In any case where the holder of a permit or his agents, servants or employees have been found to violate a term or condition of the permit, the holder, his agents, servants or employees shall be jointly and severally liable to the Town of Milton for any damages or loss suffered in excess of the monies forfeited and retained by the Town of Milton. Neither the forfeiture or retention of such monies, nor the recovery or collection of any damages or both shall preclude the criminal prosecution of any person for their violations of these rules and regulations.

### PROHIBITED ACTIVITIES

1. Littering
2. Damage to property
3. Disorderly conduct
4. The use of abusive or obscene language or making an obscene gesture.
5. Operate any recreational vehicle, all terrain vehicle, snowmobile or similar equipment on premises.
6. No person may possess or bring on the premises, any firearm or weapon other than by a member of a Law Enforcement Agency.

#### PROHIBITED ACTIVITIES EXCEPT UNDER A PERMIT

1. The use of or possession of any alcoholic beverage is not permitted.
2. The operation or parking of motor vehicles except on designated routes or designated parking areas. No overnight or prolonged parking of trucks, tractor trailers, buses or other motor vehicles or equipment. Emergency vehicles are excepted.

#### REGULATIONS:

1. Smoking is not permitted in any part of the building.
2. No alterations are to be made to the Town of Milton Community Center property or equipment.
3. The reserved space shall be left in the same condition in which it is found. All refuse will be placed in plastic bags and left in the containers provided.
4. Applicant is required to furnish public liability and property damage insurance in the amounts set forth below. Such insurance shall designate the use by the applicant and covered event as a covered event. Evidence of such coverage shall be submitted to the Supervisor's Office at the time of reservation. This evidence of coverage shall be in form acceptable to the Town and issued by the insurance company providing coverage, which shall be not less than following amount:  
Public Liability - Minimum of \$500,000.00
5. Violation of the above regulations will result in the denial of future requests for use of the facility.
6. The use of the facility is permitted only by completed approved "Use of Facility Form."
7. No alcoholic beverages may be used in any part of the building or on the premises at anytime. Except that alcoholic beverages may be used in certain catered events, provided acceptable evidence of authority to serve alcohol is provided, along with insurance coverage listing the Town of Milton as an additional insured, in form and in amounts acceptable to the Town.

# TOWN OF MILTON

