



Maher  Buffalo  Cobblestone  Multi-Purpose

PD \$ \_\_\_\_\_

Date \_\_\_\_\_

## TOWN OF RIGA APPLICATION FOR FACILITY USE

Complete and Return To: Riga Town Clerk, 6460 Buffalo Rd. Churchville, NY 14428

Phone: 585-293-3880 Ext 121 or 122

Fax: 585-293-1917

Date of Application \_\_\_\_\_

### **RESPONSIBILITIES OF THE APPLICANT:** (Unless otherwise stated on this form)

1. Any individual/group or organization requesting the use of the facility shall complete and sign **this request form** and **file** it with the Town of Riga Town Clerk **with payment, two weeks prior to your event.** **There is no reserving of dates.**
2. Any individual/group or organization using a Town facility must agree to enforce all rules and regulations in effect to ensure safety. Additionally, the applicant agrees to use only those areas described in this application for facility use.
3. **If equipment, apparatus, decorations, or other unusual items are brought onto the Town property, it must be stated so on this application, and all regulations set forth by the Town must be followed. The Town of Riga is not responsible or liable for damage to, or loss of supplies and/or equipment.**
4. Storage of non-Town property is limited to the duration of the event and must be removed promptly after your function.
5. Any organization that leases or uses part (s) of any Town facility shall have proof of public liability insurance with coverage in effect for the minimum amount of \$1,000,000. A Certificate of Insurance with the Town of Riga listed as additional insured is to be received at least seven (7) days prior to the event or first use of the facilities if this request is for multiple uses.
6. Parking will only be permitted within the designated parking area.
7. Any event involving over fifty (50) cars must have someone from the event directing parking at the beginning and end of the event.
8. This application is non-transferable and must be carried by applicant for the time period stated on this application.
9. **KEY PICKUP – it is the applicant’s responsibility to pick up the key to the facility from the Town Clerk the business day prior to the event. Office hours are Mon – Fri 9 am to 4 pm, closed on Saturday and Sunday.**

### **TOWN OF RIGA RECREATION DEPARTMENT POLICIES:**

1. All facility use will be subject to all rules and regulations set forth in the Town of Riga Code Book.
2. Ball diamonds, soccer fields, volleyball courts, playground equipment, etc. are for general community use. **Permit applies for exclusive use of the buildings only.**
3. Applications will not be accepted more than twelve (12) months in advance of date requested.
4. Fees will be levied according to the fee schedule, with fees adjusted for non-resident use. **Form must be submitted with full payment two weeks prior to your event. **Cancellations must be made thirty (30) days prior to the scheduled event to receive a refund.****
5. **To be considered, all requests must include a completed application accompanied by the facility use fee two weeks prior to your event, payable by check or exact amount of cash, as well as the certificate of insurance. **Forms submitted less than two weeks prior to your event may not be considered for rental.****
6. Checks should be made payable to the Town of Riga.
7. There will be no rain dates issued.

Date of Use _____ Time: From: _____ To: _____	Last Name _____
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8. All persons will be responsible for cleaning and restoration of area after event. All tables and chairs must be placed back in original position. All damages must be reported by 12 noon of the next business day.
9. Absolutely no glass bottles of any kind are allowed in Town facilities.
10. Absolutely no cans, bottles or cups will be allowed on recreation areas, parking lots, ball fields or playgrounds.
11. Alcoholic beverages are permitted in the immediate area of the rental facility (not in the immediate area of sport fields.), provided that service and consumption of alcohol complies with New York State law and that the proper alcohol permit has been completed and filed with the Town of Riga (no additional fee). Alcohol permits are available from the Town Clerk.
12. Any activity deemed by the Town of Riga to be high risk or outside the normal scope of operation may require proof of insurance in additional amounts, which may exceed \$1,000,000 as well as prior approval from the Riga Town Board.
13. Person signing this application must be at least 21 years of age.
14. No pets allowed on property.
15. All garbage must be deposited in containers provided for that purpose.
16. Firecrackers or fireworks are not allowed in any Town facility.
17. Facilities are not to be used until time specified on application. Facility hours are from 8:00am – 10:00pm. **Groups must vacate by 10:00pm.**

**The Undersigned hereby acknowledges that a copy of the Town of Riga Policy for Use of Town Property, has been received, read and is understood. The Undersigned, as an individual user representing himself or herself, or the Undersigned, as an Authorized Representative of the User hereby agrees to the use of the listed Town facilities in accordance with the Town of Riga Policy for Use of Town Property. This approved permit must be in possession of the user or you may be denied such use. The Undersigned agrees to report any unsafe conditions or damage to the Town Clerk within 24 hours of such finding.**

**The User of the Town of Riga facility herewith and hereby agrees to release, indemnify and hold harmless, the Town of Riga and its employees and agents from any and all injuries, direct or consequential damages or other incidents related to the use of the facility.**

**\*The Town of Riga’s obligation to provide facility for rental is subject to the prevention by Act of God, Riot, Labor Difficulty, Epidemic, Mechanical Failure, Maintenance Issues and any act or order of any public authority or any cause, similar or dissimilar, beyond the Town of Riga’s control. In such a situation, the Town of Riga will expend all available and reasonable options to remedy and accommodate the situation.**

**SIGN HERE** \_\_\_\_\_

**DATE** \_\_\_\_\_

(Individual User or Authorized Representative of Group)

\_\_\_\_\_  
(Print Name of Individual User or Authorized Representative)

Office Use Only

**Remarks:**

- \_\_\_\_\_ **Approval is Contingent upon receipt of Certificate of Insurance**
- \_\_\_\_\_ **Approved with NO ALCOHOL**
- \_\_\_\_\_ **Approved WITH ALCOHOL**
- \_\_\_\_\_ **Not Approved**

**Approved by** \_\_\_\_\_ **, Town of Riga**

**EVENT INFORMATION**  
**Individual or Authorized Group Representative**

Contact Person #1 \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Person #2 \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_

**Indicate Requested Facility:**

\_\_\_\_\_ Buffalo Road Pavilion \_\_\_\_\_ William Maher Lodge  
 \_\_\_\_\_ Raymond C. Adams Cobblestone Hall \_\_\_\_\_ Multi-purpose Room

Size of group in attendance: \_\_\_\_\_

**NOTE: The size of the group shall not exceed the maximum occupancy for each facility**

Number of parking spaces required: \_\_\_\_\_

If the user is not an Individual, is the user a Not-For-Profit-Charity? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, specify Tax Identification Number: \_\_\_\_\_

If the user is not an individual, does the user have insurance? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, specify type of coverage and policy limits \_\_\_\_\_

Is The Event a Fundraiser? \_\_\_\_\_ YES \_\_\_\_\_ NO

How will funds be used? \_\_\_\_\_

Will admission be charged? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, state amount: \_\_\_\_\_

How will funds be used? \_\_\_\_\_

Will event/use be publicly advertised? \_\_\_\_\_ YES \_\_\_\_\_ NO

Will Alcohol be served? \_\_\_\_\_ YES \_\_\_\_\_ NO

**If YES please complete application for Alcohol Permit (no additional fee)**

**Town of Riga – Facility Use Fees**

FACILITY	OCCUPANCY	RESIDENT FEE	NON-RES FEE	REFUNDABLE DEPOSIT
Buffalo Road Pavilion	70 Maximum	\$75.00	\$100.00	\$75.00 – Resident \$100.00 – Non-Res
William Maher Lodge	110 Maximum	\$100.00	\$150.00	\$100.00-Resident \$150.00-Non-Res
Ray C. Adams Cobblestone Hall	121 Maximum	\$100.00	\$150.00	\$100.00-Resident \$150.00-Non-Res
Multi-Purpose Room	80 Maximum	\$20.00	\$40.00	\$20.00-Resident \$40.00-Non-Res

**Note: KEY PICKUP – it is the applicant’s responsibility to pick up the key to the facility from the Town Clerk the business day prior to the event. Office hours are Mon – Fri 9 am to 4 pm, closed on Saturday and Sunday. Keys to the facilities may be left in the drop box located by the entrance door at the Town Hall or with the Town Clerk on the following business day that the Town Office is open.**

**Please Pickup all Debris and put Tables and Chairs back in holders,  
 and by all means, ENJOY OUR FACILITIES!**

