

# Town of East Otto

East Otto, N.Y 14729

Name of Person/Organization \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Requested Use: \_\_\_\_\_ Time of Requested Use: \_\_\_\_\_

*Please include set-up and breakdown time*

Description of Use: \_\_\_\_\_

**I have received a copy of the Town Hall Use Rules and Regulations; understand and agree to abide by them.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

## INSURANCE COVERAGE REQUIREMENTS:

ALL PARTICIPANTS: VENDORS, BUSINESSES AND ANYONE SELLING GOODS OR SERVICES MUST PROVIDE AN INSURANCE CERTIFICATE SHOWING LIABILITY COVERAGE AND NAMING THE TOWN OF EAST OTTO, P.O. BOX 47, EAST OTTO, N.Y. 14729 AS **ADDITIONALLY INSURED.**

A COPY OF THE INSURANCE CERTIFICATE MUST BE PROVIDED TO THE TOWN CLERK'S OFFICE ONE WEEK PRIOR TO THE EVENT.

\_\_\_\_\_  
**Approved** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Dated** \_\_\_\_\_

**Signature of Supervisor/Deputy Supervisor** \_\_\_\_\_

## Town Hall Use Rules and Regulations

### **Supervision:**

THE TOWN BOARD WILL HOLD THE APPLICANT RESPONSIBLE FOR SUPERVISION OF THEIR GROUP AND FOR ANY DAMAGE TO TOWN FACILITIES OCCURRING DURING AND RESULTING FROM SUCH USE.

### **Rules and Regulations:**

1. To use the town hall, one must have an approved application.
2. Applicant will be assigned a "do not duplicate" key for entry. The key will be signed for and picked up from the town clerk two days before the scheduled event. Keys must be returned the next business day.
3. All user groups are responsible for cleaning the facility (including trash removal) at the end of the scheduled function. Lack of proper cleaning may result in loss of use and or associated costs. After use the rooms must appear in original state.
4. Any damage/cleaning needed to the facility caused by the user group shall be charged to the user group, and payable to the Town of East Otto by bank check or money order within (30) thirty days of receipt of bill.
5. The Town of East Otto is not responsible for loss or damage to personal property brought in or left at the town hall.
6. No smoking is allowed in the town hall or on the grounds.
7. Weekday evening use shall be limited to only those evenings when no municipal function is held.
8. Turning heat on: open box, remove plastic cover, move switch from "off" to "heat" The temperature will already be set to 70 degrees. It will be necessary to perform this step a couple of hours ahead of time on the coldest days. When you are finished move the switch from "heat" to "off" and replace the plastic box over the thermostat.
9. Groups may use the kitchen facilities; however, they must supply their own dishes, silverware, etc.
10. Applications must be received by the Town Clerk at least (2) two weeks prior to the date of requested use. Applications may be dropped off or mailed to: Town Clerk Office, 9407 Bowen Road, East Otto, NY 14729. A signed PDF may be emailed to: [eastottoclerk@gmail.com](mailto:eastottoclerk@gmail.com)

ALWAYS DOUBLE CHECK THAT THE FRONT/MAIN DOOR IS CLOSED AND THE LOCK IS LOCKED BEFORE LEAVING.