

# TOWN OF TRENTON

PO Box 206  
Barneveld NY 13304  
(315) 896-2664 (315) 896-4509  
Fax (315) 896-4045

## APPLICATION FOR USE OF FACILITIES AND TOWN OF TRENTON FACILITIES USE AGREEMENT

This application is being made with the understanding that the applicant has read, acknowledges and understands the Rules and Regulations of the Town of Trenton (on back of this form) and will comply with the same.

*To be filled out by the applicant:*

Date of use	Time of use (exact times <u>must</u> be given)
Applicants Name	Group /organization if applicable
Street or Box #	Group/Organization address
City/state/zip code	City/state/zip code
Telephone number	Telephone number

Facility requested:	
<input type="checkbox"/> Municipal Center	<input type="checkbox"/> Trenton Community Hall (Old Town Hall)
<input type="checkbox"/> Public Meeting Room (up to 65 people)	
<input type="checkbox"/> Conference Room (up to 20 people)	
Needed by applicant:	
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Large coffee pot
<input type="checkbox"/> Podium	<input type="checkbox"/> Overhead projector
<input type="checkbox"/> Flip chart and markers	<input type="checkbox"/> Additional meeting rooms
<input type="checkbox"/> Recreation equipment	<input type="checkbox"/> Chalkboard
<input type="checkbox"/> Other (Please describe):	

**This agreement must be signed and returned to the Supervisor. A copy will be returned to you for your records.**

**The undersigned agrees to abide by these rules and regulations.**

Applicant or Organization Representative signature:	Resident	Nonresident	Date

Return to: Town Supervisor  
PO Box 206  
Barneveld, NY 13304

*To be filled out by town personnel.*

Application received by:		Date:	
Request is:	<u>Approved</u>	<u>Disapproved</u>	
Confirmation letter sent on:			

## Rules and Regulations of the Town of Trenton

- 1) The Town Supervisor's office will accept applications for use of all facilities beginning January 2<sup>nd</sup> of the year requested and will take them on a first come, first served basis. All applicant must be at least 18 years old.
- 2) Requested dates are confirmed only upon receipt of an application which must be received by the town within 15 days of verbal requests. *(If you need to cancel, please notify the Supervisor's office as soon as possible.)*
- 3) Alcoholic beverages are allowed only if a certificate of insurance is obtained indemnifying the Town of Trenton from any damages incurred by persons using such beverages. Such policy shall be filed with the Town Supervisor's office at least two days prior to the event.
- 4) The organization/individual who executes the Use Agreement is responsible for the conduct of all guests using the facilities and will be billed any damages incurred during such usage.
- 5) All facilities used will be available during agreed upon times.
- 6) An adult (18 years of older) must be present on site at all times.
- 7) All furniture or other equipment will remain at the same location, both before and after such use.
- 8) Since there is no rental fee involved, the town requests that the facility be left in as good or better condition as it was found. No dirty dishes should be left. Garbage should be put in proper cans. Floors should be swept or vacuumed as needed. The facility should be ready to be used by another group without having the town incur costs for cleanup.
- 9) There shall be no willful damage or destruction of facility property and such property shall include, but not be limited to, buildings, trees, shrubs, furniture, recreation equipment and amusement and convenience fixtures and appurtenances.
- 10) No animals shall be allowed in any facilities at any time.
- 11) Littering is specifically prohibited and all refuse shall be deposited in receptacles placed at various places about the facility.
- 12) All persons utilizing the facilities are subject to the rules and regulations contained herein and may be ejected from the facility in the event they violate any rule or regulation or other patron right(s).
- 13) Weapons, including firearms, bow and arrows, and/or any other instruments that may be classified as weapons along with fireworks, explosives and dangerous instruments (as defined by Penal Law) are forbidden within the facility at any time.
- 14) The facility will be used exclusively by the party(ies) executing this agreement. No other party may use the facility without the consent of the town.
- 15) Provisions for the use of town recreation equipment will be made if available, depending on facility. Provision for use of flip charts, overhead projectors, kitchen equipment, etc. should be made during application.
- 16) No fires allowed.
- 17) No smoking is allowed inside any town facility.
- 18) Access to the facility will be arranged by the town. Specific directions will be forthcoming once the application is received.