

TOWN OF CORNWALL

Building Use Permit

Applicant Name or Organization: _____

Address: _____

Phone: _____

Contact Person: _____

Proposed Use: _____

Dates of Use: _____

In order to meet the obligations imposed on the Town by its liability insurance, the Board of Selectmen must require residents of Cornwall and town organizations (both for-profit and not-for-profit) who use the West Cornwall Firehouse, Foote Field Pavilion including baseball and soccer fields and/or the Town Hall to do so under the following conditions:

Town Boards and Commissions and the Cornwall Volunteer Fire Department reserve the right of first use for its buildings and may bump any event scheduled for town or department use. Be aware that emergencies may happen that necessitate the bumping of scheduled events. The ultimate decision on building use will be made by the First Selectman.

FIREHOUSE: Applicant will use the space in the Firehouse designated as a meeting area and bathrooms and not to enter the office or the equipment/vehicle storage areas; to park only at the side of the firehouse, not park in front of double doors, and not to interfere with the principal, public safety purpose of the Firehouse and the Fire Department.

TOWN HALL: Applicant will use only the Town Hall side of the building and the bathrooms.

FOOTE FIELD: Applicant will use the pavilion, and/or baseball field and/or soccer fields.

Everyone will observe the Town's no smoking policy in its buildings. The applicant will leave the site in good condition, restored to the condition it was found in and remove all trash created from the premises or, if a very small amount, deposit it into receptacle outside. There will be no open flames in the building. Any need for candles must be electric candles. Because snow does not always fall during town office hours, applicant will be responsible for shoveling snow and ice from pathway and front/rear door way if not done so already. Sand is available at each door.

The applicant will be responsible for the activities and behavior of those using the Town's buildings. There will be no sale or use of alcoholic beverages. Applicant assumes the risk for any damage or injury to property or persons.

At the Selectmen's discretion, the applicant must hold current liability insurance and to provide a certificate of insurance naming the Town of Cornwall as an additional insured for the period of use. A Tenant User Liability Insurance Program is available for applicants. Information is available in the Selectmen's office.

All applicants must complete the indemnification form found on the reverse side. Exceptions to this requirement can be made only as follows:

For an agency or committee of the Town whose activities are under the direct control of a Town Board or Commission, the Selectmen, or the Board of Education, or any other Board or Commission of the Town; and

For any individual or organization, hired for compensation, or not for compensation, under the direction of a Town Board or Commission.

Applicants must contact the Selectmen's office at 672-4959 about availability of space and complete the documents required before the date of use.

INDEMNIFICATION FORM

I, _____, the applicant, agree to act in accordance with the Town of Cornwall Building Use Policy stated above.

I, _____, am requesting the use of _____ and agree I will indemnify and save harmless the Town of Cornwall and its officers, agents, and employees, in all claims, damages, losses, judgments, and litigation expenses arising out of injuries to persons (including death) sustained or alleged to have been sustained by the officers, employees of the Town of Cornwall or by any officers or agents of the applicant or by any participant or spectator. The same indemnification will apply to any alleged acts or omissions by the applicant or any participant, spectator, employee or volunteer resulting in damage to real or personal property in connection with the use of the site named above. The applicant further undertakes to reimburse the Town of Cornwall for any damage to its real or personal property occurring in connection with the use of the site named above by the applicant.

Date: _____

Signature: _____

Organization: _____