



TOWN OF CAIRO
PO Box 728, Cairo, NY 12413
Supervisor: 518 622 2060 Fax: 518 622 0553
Email: supervisorclerk@townofcairo.com

REQUEST FOR USE OF TOWN PROPERTY **CHECKLIST & INFORMATION**

1. **Contact** the Supervisor's Clerk at 518-622-2060 or supervisorclerk@townofcairo.com to find out if your date(s) is available.
 2. **Fill out** the Request Form: "Request for Use of Town Property" available online at www.townofcairo.com.
 3. **Submit** Request Form with the applicable deposit, payment, & certificate of insurance(applies to clubs, organizations, & businesses).
 4. **Confirm** approval of your use/event & procure a copy of the authorized submission for proof of your authorized use. Keep a copy available with you at your event.
 5. **Make certain** the premises is cleaned, cleared, & in good order.
 - a. Are the Lights off?
 - b. Garbage removed?
 - c. Bathrooms in order?
 - d. Chairs & Tables clean & in order?
 - e. Floor Clean?
 - f. Door Locked?
 6. An *inspection* of the premises will take place after your scheduled event to determine if the premises were left in good order. A report by the cleaning person will be submitted to the Supervisor's clerk. If the premises is not returned in good order, and if cleaning & maintenance is necessary, your deposit will be retained & deposited to compensate for the work.
 7. Please list any problems you encountered during your use of the building:_____
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REQUEST FOR USE OF TOWN PROPERTY
[PRINT CLEARLY]

DATE: _____

FROM: _____

ORGANIZATION: _____

ADDRESS: _____ **PHONE:** _____

EMAIL: _____ **MAILING:** _____

I/WE REQUEST THE USE OF THE FOLLOWING TOWN PROPERTY:

- _____ Acra Community Center (\$50 deposit & \$50 use fee-exception for non-profit organizations)
- _____ Town Hall Meeting Room
- _____ Angelo Canna Town Park(no alcoholic beverages allowed; this is a smoke free environment)
- _____ Other _____

DATE NEEDED: _____ **TIME NEEDED:** _____

THE REASON I/WE REQUEST THE USE OF THE TOWN'S PROPERTY IS:

_____.

Signature(of person authorized to request use): _____

Date: _____

HOLD HARMLESS AGREEMENT

This is a liability agreement between the Town of Cairo, hereinafter designated as The Town and _____, Responsible Officer or Person for _____, User Organization, Group, or Family.

User agrees to conduct activities in the buildings, parks, or facilities, in a careful and safe manner. As a material part of the consideration to the Town, User hereby assumes all risk of damage to and loss or theft of property, and injury or death to persons related to Users use or occupancy of the buildings, parks, or facilities of the Town from any cause whatsoever, and hereby waives all claims in respect thereof against the Town. The User further agrees to defend, indemnify and hold harmless the Town, its officers, agents, and employees, from and against any and all claims, suits, liabilities, costs, damages and expenses (including reasonable attorney’s fees) arising out of or in connection with (a) User use or occupancy of the buildings, parks, or facilities, or any activity or thing done, performed, or suffered by User; or (b) any loss, injury, death, or damage to persons or property on or about the buildings, parks, or facilities by reason of any act, omission or negligence on User’s part, or (c) any breach or default in the performance of any obligation on User’s part to be performed under the terms of this Agreement. User’s indemnity under this Paragraph shall not extend to any liability caused by the sole negligence of the Town or its agents or employees.

This Agreement shall be interpreted under the laws of the State of New York.

The term of this Agreement shall start _____ and end _____ at which time this agreement expires.

By: _____
Responsible Officer of Person

For: _____
User Organization

By _____
Town Officer for the Town of Cairo