

Use Agreement

Community House Auditorium and Kitchen

The St. Johnsville Community House opens its doors to the community by allowing village residents and local organized groups and non-community residents and organized groups to use the Auditorium. In order to maintain the facility and make it available to as many groups as possible, we have established the following policies and procedures.

**If you need to cancel an event, please let us know at least 48 hours prior to the reserved date so we may make the facility available to others.*

POLICIES FOR USE OF AUDITORIUM

1. **Eligible Groups.** The St. Johnsville Community House Auditorium is available for use by village residents, local organized groups, and non-community residents and organized groups without regard to race, color, creed, age, sex, national origin, religion, or focus except that any applicant requesting use for the promoting of unconstitutional discriminatory or insurrection activities shall be precluded from such use. Those wishing to use municipal facilities shall first apply to the Village Clerk on the Facility Use Request Form. The use of all village facilities shall be subject to the accompanying rules of use and approval of the Village Clerk or Mayor.
2. **Priority of Use.** The Auditorium will be available and reserved on a first come, first served basis with village residents and local organized groups having priority over non-community residents and organized groups, except in the instance that a Village sponsored event conflicts with the reserved date. If a conflict should arise we will work with you to reschedule to another day. We reserve the right to deny room usage to any resident or organization based on the Community House's priorities or policies.
3. **Capacity of Use.**
Auditorium Capacity = 150
 - o 50 chairs
 - o 12 Rectangular Tables (5ft.)
 - o Projector screen with prior approval
 - o Podium
4. **Insurance Coverage and Liability.** When required, users must provide the following insurance prior to using facilities. Failure to do so prior to use will result in revocation of your permit:
 1. Commercial Users:
 - i. The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy.
 - ii. The policy naming the municipality as an additional insured shall:
 1. Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
 2. Contain a 30-day notice of cancellation;
 3. State that the organization's coverage shall be primary coverage for the municipality, its Board, employees and volunteers; and
 4. Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
 - iii. The user agrees to indemnify the municipality for any applicable

deductibles.

- iv. Enclose a copy of the endorsement providing additional insured status.
 - v. Required Insurance is a Commercial General Liability Insurance with coverage for \$1,000,000 per occurrence/\$2,000,000 aggregate.
 - vi. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.
5. In the event of an accident, please notify the Village Clerk or Village Deputy Clerk, or call the office the next morning.
 6. **Reserving Use of Auditorium.** We will contact you or your organization within 48 hours of receipt of the Facility Use Request Form to notify you of approval or denial. The Certificate of Insurance and signed Building Use Agreement must be received by the Village Clerk 10 days prior to the requested date of the reservation.
 7. **Cost.** The cost of rental is \$50 per day. Payments must be made at least 48 hours prior to the event. The room will not be able to be used in the event that the payment is not made.
 8. **Cleaning Deposit Charge.** This \$50 charge will be reimbursed by check after verifying that the Auditorium is clean. The cleaning deposit will be refunded after the room is clean and the key is returned. Checks will be mailed after the next Village Board meeting. Refunds will not be given if the key is not returned.
 9. **Cancellation.** Cancellations must be made 48 hours prior to the event. In the event of inclement weather, the Village Clerk or Mayor has the final authority on whether facilities are usable.

**Please note that we reserve the right to cancel reservations at any time. In these rare instances, we will notify you as soon as possible so that you can make other arrangements.*

10. **Loss, Damage or Breakage.** Anyone using the Community House is responsible for any and all loss, damage or breakage. Any loss or damage will be billed by the Village Clerk to the person, persons or organization using the building. Failure to make prompt payment for any loss will bar the person, persons or organization from further use of the building until the matter is settled. Loss of key will also include forfeiture of Cleaning Deposit Charge.

Guidelines for use of Community House and Premises

1. **Arrival Procedure.** Keys will be given out during business hours (8 am - 4 pm) on the Thursday or Friday before the event. Please refer to our Arrival Procedures form.
2. **General Facility Use.**
 - a. DO NOT BLOW OUT THE PILOT FLAMES ON THE STOVE.
 - b. Tables and chairs in the meeting rooms may be moved, but must be returned to original positions.
 - c. You must supply your own kitchen supplies including:
 - i. Paper towels
 - ii. Dish cloths
 - iii. Dish detergent
 - iv. Clear plastic bags
3. **General Conduct.**
 - a. Event attendees should remain in the designated event space unless using restrooms, the kitchen area or are accompanied by a staff member.
 - b. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
 - c. Intoxicants, including, but not limited to alcoholic beverages or illegal drugs shall not be brought onto municipal facilities at any time.
 - d. No smoking (including e-cigarettes) is permitted in the building or on the property of the Community House.
4. **Decorating.**
 - a. The following items, or similar items, are not permitted on our premises: open flames, smoke machines, hanging lights, sparklers, feathers, live animals or weapons of any kind. If you have a questionable item, please ask the Village Clerk.
 - b. Decorations are not allowed if they may affect the appearance of the wall when removed.
5. **Service Animals.** Service animals are allowed.
6. **Parking.** We are unable to guarantee onsite parking for your event. Street parking can be found in and around the Community House in the event that more parking is needed.
7. **Final Inspection.** We expect that the Auditorium will be left in the same arrangement and condition as found prior to your event. Please refer to the Final Inspection Checklist form. Once completed and returned to the Village Clerk it will be reviewed and deposit refund will begin processing.

ARRIVAL PROCEDURES

Since some events will require catering and other set up needs, we recommend that your organization's representative arrive at least 30 minutes prior to your event start time. We expect that the Auditorium & Kitchen will be left in the same condition as it was found prior to your event.

1. **Check In.** You or your organization's representative should arrive at the Village Office the Thursday or Friday before your event, between the hours of 8 am - 4 pm to receive your key. Instructions for use of the thermostat will also be given at that time. You will be taken on a walk-thru by the Clerk or Deputy Clerk and given instructions on how to lock the door and where to leave the key.
2. **Decoration.** The Auditorium can be decorated the day before the event when there are no conflicting events that are scheduled. The schedule can be confirmed with the Village Office.
3. **AV Equipment.** There is a projector screen that is available for use in the event that you can bring own projector. *The TV in the room is not owned by the Village Office and may not be used.*
4. **Kitchen:** Event holders may have full use of the kitchen with exception to cabinets labeled "NOT FOR PUBLIC USE". Any dishes used and returned to their original location. You must supply your own kitchen supplies including:
 - Paper towels
 - Dish cloths
 - Dish detergent
 - Clear plastic bags
 - Coffee