

Supervisor
Brian Wells

Town Clerk
Julie Clawson



Town Board
John Rathbun
Sally Stanton
Jake Mahoney

Town of Indian Lake
PO Box 730
117 Pelon Rd.
Indian Lake, NY 12842
Phone: (518)648-5211 or (518)648-5885
Fax: (518) 648-6227
The Town of Indian Lake is an equal Opportunity Provider and Employer

TOWN OF INDIAN LAKE POLICIES FOR USE OF TOWN FACILITIES

The basic philosophy of the Town Board is that the Town's buildings and grounds belong to the residents/taxpayers of the Town of Indian Lake. The Board therefore believes that when the Town's recreational facilities are not being used by the Town or for a Town-Sponsored activity or event, the residents of Indian lake should have the opportunity to use them, under reasonable policies, rules and regulations and subject to any special conditions the Town Board may impose.

The Town Board may set or revise policies, procedures, rules, regulations and fees for the use of Town buildings at any time. The Town Board may impose any special conditions on any proposed use of Town facilities that it determines are necessary to protect the Towns facilities and the health, safety and welfare of Town residents.

POLICIES THAT APPLY TO USE OF ALL TOWN RECREATIONAL FACILITIES:

1. TOWN RECREATIONAL FACILITIES ARE AVAILABLE FOR USE BY RESIDENTS/TAX PAYERS OF THE TOWN OF INDIAN LAKE ONLY. USE OF TOWN BUILDINGS OR GROUNDS IS NOT AVAILABLE TO INDIVIDUALS OR ORGANIZATIONS FROM OTHER COMMUNITIES UNLESS APPROVED IN ADVANCE BY THE TOWN BOARD.

2. Individuals, groups and organizations who reserve Town recreational facilities, "Applicants" and all those who come to such facilities to attend and/or participate in the events, activities or uses for which an Applicants reservation was made "Attendees", do so entirely at their own risk. The Town of Indian Lake will not be liable for any claims for injury or damages resulting from or arising out of such reservation and use of the Town's recreational facilities. All those reserving such Town facilities and all those attending any activity or event at Town facilities agree to indemnify the Town and hold it harmless against any and all such claims, damages, losses and expenses, including attorney's fees as a result of any and all such use. This provision is intended by the Town to be broadly interpreted and applied so as to accomplish the goal of relieving the Town from any cost or liability associated with any such use of the Towns recreational properties and facilities. **Fund Raisers, Weddings, Non-Profits and Organizations**

will be required to provide the Town of Indian Lake a Certificate of Liability Insurance naming the Town as Loss Payee.

3. TOWN MEETINGS AND TOWN-SPONSORED FUNCTIONS AND EVENTS WILL TAKE PRIORITY OVER REQUESTS FROM TOWN RESIDENTS!!!

4. Use of the Town's recreational facilities shall be by advance reservation only, on a first come, first served basis. Residents may call for a reservation no more than one month prior to the request. Certain Reservations/Requests that involve alcohol will require prior approval by the Town Board 30 days or more in advance. (The Town Board meets on the second Monday of each month). Anyone Requesting the use of any Town Building or Property should plan accordingly and get confirmation of the dates of upcoming Town Board meetings. Reservation/Request Forms can be obtained by calling the Town Clerk at (518)648-5211 Ext. 2 or visiting the Town Clerk's Office during regular business hours. Town Clerk Hours: Monday – Friday 9:00 a.m. – 12:00 p.m. / 12:30 p.m.- 4:00 p.m.

5. Every Resident/Tax Payer or Organization reserving any Town facility must sign a "Building and Grounds Use Agreement and Reservation Form".

6. At any activity or event to be attended by persons under the age of 21, the person or Organization responsible for reserving the Town facility shall have a Supervisor at least 21 years of age present and actively monitoring the activity or event from start to finish.

7. At any activity or event at which alcoholic beverages will be available (must comply with Paragraph # 11, below), the person or Organization responsible for reserving the Town facility shall have a Supervisor at least 21 years of age present and actively monitoring the activity or event from start to finish.

8. The Towns recreational facilities are not available for use by individuals or businesses to sell products or services, or to promote the sale of products or services, or for any other form of an "open for business" profit-making endeavor, except when part of a Town-sanctioned Town-Wide event such as Antique Show Weekend and then only with prior approval of the Town Board. Any use of Town recreational facilities for the purpose of raising funds for legitimate charitable purposes or for the support of a legally-recognized non-profit organization for the benefit of Town residents will likewise require prior approval by the Town Board.

9. The Towns recreational facilities may not be reserved for continuing use on consecutive days unless approved in advance by the Town Board.

10. The Applicant reserving a Town facility shall inform all Attendees of the need to comply with the attached "Rules and Regulations for Use of Town Facilities" and shall post a copy of them in a prominent place at the facility for the entire time the event or activity is held.

11. NO alcoholic beverages are allowed anywhere on any Town property, either outside or inside any Town building or pavilion, without prior Town Board approval. As a condition of any such approval, the Applicant shall obtain a temporary permit issued from the New York State Liquor Authority to sell (if applicable) and serve alcoholic beverages "on premises", issued for the day or period of proposed use of the facility. At least three business days prior to the Applicants scheduled use of the facility,

applicant shall provide the Town with a copy of the temporary permit as well as a Certificate of Liability Insurance acceptable to the Town and naming the Town as Loss Payee.

12. The Applicant is entirely responsible for all clean-up of the grounds and buildings as a result of the activity or event at the Town facility. The Applicant shall complete clean-up activities and the grounds and building (interior and exterior) shall be restored to a neat and clean condition, as good or better than prior to the Applicants event or activity, no later than the date and time specified on the "Building and Grounds Use Agreement and Reservation Form" signed by the Applicant.

13. The Applicant assumes all liability for any damage done to the building (s) or grounds by anyone attending the activity or event for which the Applicants reservation was made. Applicant shall be responsible to pay for any and all damages incurred, including any and all amounts over and above the amount of the security deposit provided at the time the Applicants reservation is made.

14. For a one-time activity or event, the Applicant shall provide the Town Clerk with a security deposit of \$20.00 at the time the reservation is accepted (and following Town Board approval, if required). The security deposit will be returned in full within the next business day following the Applicants event or activity as:

- (1). Any key (s) provided to the Applicant for Town facilities are returned to the Town within one business day following the Applicants event or activity.
- (2). Applicant has complied with all requirements of these Policies for Use of Town Facilities and the Rules and Regulations for Use of Town Facilities.
- (3). The Towns facilities were not damaged by the Applicants event or activity.

15. When an Applicant wishes to reserve Town facilities for more than one event or activity during a calendar year, or for a series of recurring meetings or events, the Applicant shall provide the Town Clerk with a security deposit of \$20.00 at the time the initial reservation is accepted (and following Town Board approval, if required). The Town shall hold the security deposit and return it in full within one business day after the Applicants final event or activity, as long as:

- (1). Any key (s) provided to the Applicant for Town facilities are returned to the Town within twenty four hours following each of the Applicants events or activities.
- (2). Applicant has complied with all requirements of the Policies for Use of Town Facilities and the Rules and Regulations for Use of Town Facilities.
- (3). The Towns facilities were not damaged by the Applicants events or activities.

16. NO ONE FOR ANY REASON SHALL MAKE A COPY OF ANY KEY TO ANY TOWN BUILDING, FACILITY, FENCE OR ACCESS GATE.



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POLICIES FOR USE OF SPECIFIC TOWN RECREATIONAL FACILITIES:

1. BYRON PARK BUILDING AND BYRON PARK PAVILION: When not in use by the Town for events such as the 4th of July fireworks, the Byron Park building as well as the Byron Park Pavilion may be reserved for: meetings of the Fire Department and Ambulance Corps., Town-wide events such as Antique shows, craft fairs, festivals and similar events. Meetings of recreational organizations and social clubs (Fish and Game Club, Snowmobiling Club, Osteo, North Country Crafters, Yoga etc.) and for private social gatherings and parties (birthdays, weddings, baby showers and wedding anniversaries, etc.), The days and hours during which the Byron Park Building and the Byron Park Pavilion will be available are: 8:00 a.m. – 10:00 p.m. Monday – Sunday.

2. SKI HUT RECREATION BUILDING: The Ski Hut Recreation building, when not in use for Town sponsored events or activities or during the winter months may be used for birthday parties, social clubs, meetings or social parties as long as anyone reserving the building understands that when the "doors are open" it is open to the public as well. **NO PRIVATE RESERVATIONS WILL BE ALLOWED. IF THE DOORS ARE OPEN ANYONE FROM THE PUBLIC MAY ENTER.** The ski hut **CAN NOT** be reserved on a regular everyday basis unless approved by the Town Board.

3. LITTLE LEAGUE FIELD: Anyone wishing to reserve the use of the Town's Little League ball field will be required to provide, with their reservation form, a certificate of adequate liability insurance, issued by their insurance company, naming the Town as Loss Payee. A copy of the insurance policy must be provided to the Town at least three days before the use or event for which the reservation is requested. The Town shall be solely responsible for determining the amount of liability insurance coverage that is adequate for any proposed use or event.

4. INDIAN LAKE BEACH PAVILION: The Indian Lake Beach Pavilion is not leasable for private parties, unless approved by the Town Board. The Beach closes at 5:00 p.m.

5. **BLUE MT. LAKE BEACH PAVILION:** The Blue Mt. Lake Pavilion is not leasable for private parties, unless approved by the Town Board. The Beach closes at 5:00 p.m.

6. **BLUE MT. LAKE TENNIS COURTS:** The Blue Mt. Lake Tennis Courts are not leasable for private parties, unless approved by the Town Board.

7. **THE COMMONS/TOWNSEND PROPERTY MAIN ST.:** Use of the Mini Park must have prior approval by the Town Board. The request for the Mini Park must in be writing and before the Board prior to a Town Board Meeting. This letter must have a detailed explanation of the event and what "The Commons" will be used for.

Any organization wishing to reserve the use of "The Commons" will be required to provide with their reservation form, a certificate of adequate liability insurance, issued by their insurance company, naming the Town as Loss Payee. A copy of the insurance policy must be provided to the Town Clerk at least three days before the use or event for which the reservation is requested. The Town shall be solely responsible for determining the amount of liability insurance coverage that is adequate for any proposed use or event.

Reminder:

Town Events take precedence over any other activity and the Board reserves the right to move your event if it falls on a Town Event. WE will do our best to accommodate everyone, however, there may be times an event comes up that cannot be changed, and you will be moved to another location if possible or told to change the date or move your event. It is not the Town's responsibility to find you accommodations should this happen.



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APPLICATION FOR USE OF MUNICIPAL FACILITIES/PROPERTIES

Today's Date: _____ Date(s) Requested: _____

Facility Requested: _____

Town Board Meeting Date: _____

INFORMATION ABOUT YOUR GROUP

Name of Organization or Individual: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

Purpose of Use: _____

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds be used for? _____

AGREEMENT

The undersigned is over 21 years of age and has read this form and attached regulations and agree to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of (Organization or Individual) _____ does hereby covenant and agree to defend, indemnify and hold harmless the Town of Indian Lake from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Town of Indian Lake property, facilities and/or services by (Organization or Individual) _____.

Signature of Organization's
Representative or Individual

Address: _____

Telephone Number: _____

Town Board Approval Date _____

5/20/2021

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BUILDING AND GROUNDS USE CONTRACT
TOWN OF INDIAN LAKE RESERVATION REQUEST FORM

Today's Date: _____

Organization/Family _____

Name of Person Reserving Building, (please print name) _____

Signature _____

Address: _____

City _____ State _____ Zip _____

Phone Number _____ Fax _____ Email _____

Type of Event: (ex. Meeting, Birthday Party, Private) _____

Date of Event: _____ Time of Event: _____ Time Reserved: _____

BUILDING REQUESTED (CHECK ALL THAT APPLY)

___ Byron Park Building

___ Byron Park Pavilion

___ Ski Hut Rec. Building

___ Little League Field

___ IL Beach Pavilion

___ Blue Mt. Lake Beach Pavilion

___ Blue Mt. Lake Tennis Courts

___ Mini Park – Main St.

___ The Commons (former Townsend Property)

Request Taken By: _____

Approved by: (if needed) _____

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ACCEPTANCE OF RESPONSIBILITIES AND RELEASE OF LIABILITY:

I have received a copy of the "Policies for Use of Town Facilities" and a copy of the "Rules and Regulations for Use of Town Facilities" and hereby agree to all requirements in both of them. I accept responsibility for cleaning up the Town facility (ies) by the time specified on this reservation form, and I confirm that I will be responsible for paying for repair of any and all damage done during the activity or event for which this reservation is made, and for promptly returning any keys issued for any Town Facilities. I acknowledge, accept and agree with Paragraph #2 of "Policies for Use of Town Facilities" stating that all attendees attend and/or participate in the events, activities or uses for which this reservation is made entirely at their own risk and agree to indemnify the Town and hold it harmless against any and all such claims, damages, losses and expenses, including attorney's fees, as a result of any and all such use.

If signing on behalf of a group, organization or club, I hereby affirm that I am authorized to do so.

Signature: _____