



Lynbrook Recreation Center

INCORPORATED VILLAGE OF LYNBROOK
USE OF PICNIC FACILITIES FORM

Guidelines for submission of application are as follows

1. Review the enclosed INCORPORATED VILLAGE OF LYNBROOK Policy on Use of Village Facilities.
2. Review the Insurance Requirements for using Village Facilities, and forward to your insurance carrier for issuance of required certificates. NOTE: The Board reserves the right to require alternative liability limits when applicable.
3. Complete Application – do not leave any blanks.
4. **Any vendors hired must comply with the insurance requirements of the Village for Independent Contractors/Vendors of residents/groups that are using Village facilities.**
5. Return application to the office of Village Office. Permit for event will be issued upon approval.

Today's Date: _____

Date(s) & Times Requested: _____

Name of Organization: _____

If not an organization, name of Individual: _____

Nature of Event: _____

Will Admission be Charged? _____

Will Food be served? _____

Will alcohol be served? _____

Group Size: _____

Will outside vendors be hired? If yes, describe: _____

Person in Charge: _____

Address: _____

Phone #: _____

Special Request: _____

The undersigned, an officer of the Organization requesting use of the INCORPORATEDVILLAGE OF LYNBROOK's facilities, guarantees observance of all regulations governing use of facilities of the INCORPORATEDVILLAGE OF LYNBROOK, payment of any charges incurred and states that the organization agrees to defend, indemnify and save harmless the INCORPORATEDVILLAGE OF LYNBROOK and the Village Board, employees and volunteers against any and all claims for damages or injury to persons or property that may be occasioned by, or arise from, the use of such facilities.

Name of Organization: _____

Signed _____

Print Name _____

Title _____

Date _____

Address _____

Phone _____

Administrator's Approval _____

Insurance Requirements for Use of Picnic Facilities

An organization using the facilities must comply with the INCORPORATEDVILLAGE OF LYNBROOK Use of Facility Standards. It is suggested that the organization maintain at a minimum the following, giving evidence of same to the INCORPORATEDVILLAGE OF LYNBROOK in the **form of a Certificate of Insurance, copy of the General Liability Declarations Page and copy of the Additional Insured Endorsement and provide 30 days' notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an AM Best Rating of at least A- IX. **Workers Compensation and NYS Disability is required for any organization that have employees that will be working on the premises.**

I. COMMERCIAL GENERAL LIABILITY

Coverage	Occurrence - 1988 ISO or equivalent
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Limits	General Aggregate	\$2,000,000
	Products-Comp/Ops Aggregate	\$1,000,000
	Personal & Advertising. Injury	\$1,000,000
	Each Occurrence	\$1,000,000
	Fire Damage (Any one Fire)	\$ 100,000
	Medical Exp. (Any one Person)	\$ 5,000

Additional Insured	INCORPORATEDVILLAGE OF LYNBROOK and all appointed and elected officials, employees and volunteers using ISO form CG2026 or equivalent on a primary and non-contributory basis.
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Unacceptable Exclusions Athletic Participants and Sexual Abuse & Molestation

Mandatory:	Contractual Liability to extend to Hold Harmless; If Alcohol is being served, evidence of Host Liquor Liability is required. If alcohol is being sold, evidence of Liquor Law Legal Liability is required.
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II. UMBRELLA LIABILITY - Recommended

Coverage	Umbrella Form or Excess following form of primary General Liability and Automobile Liability
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Suggested minimum Limit	\$2,000,000
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Additional Insured	INCORPORATEDVILLAGE OF LYNBROOK and all appointed and elected officials, employees and volunteers
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III. WORKERS COMPENSATION AND NYS DISABILITY

Statutory coverage is required if the Organization has employees that will be working on the premises.

* The Municipal Board reserves the right to require alternative liability limits when
Applicable

REGULATIONS

1. No alcoholic beverages are permitted.
2. Users are expected to leave the picnic facility clean and orderly.
3. Village reserves the right to preempt the use of the property at any time in the event the property is needed for municipal purposes.
4. The Village reserves the right to reject an application or to rescind a permit if in the opinion of the Village such action is necessary to preserve the condition of Village property or public safety is at risk.
5. **Any contractors, vendors, organizations, individuals, volunteers, employed/used by the applicant shall be licensed and shall comply with all laws and ordinances of governmental authorities. Any vendors hired by the applicant must comply with the insurance requirements of the Village for Independent Contractors/Vendors of residents/groups that are using Village facilities.**

