



**HOLD HARMLESS AGREEMENT**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees 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 the above- named organization, does hereby covenant and agree to defend, indemnify and hold harmless the **Town of Batavia** from and against any, and all liability, loss damages, claims or actions (including costs and attorneys' 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 the **Town of Batavia's** property, facilities and or services by such organization.

\_\_\_\_\_  
Signature of Person in Charge

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**Official Use Only:**

**Town Clerk's Office**

Payment of \$ \_\_\_\_\_ was received in the Town Clerk's Office on \_\_\_\_\_

\_\_\_\_\_  
**Signature of Clerk/Office Representative**

**APPROVED/DISAPPROVED**      **Date:** \_\_\_\_\_

**Date of Usage:** \_\_\_\_\_

**Time: From** \_\_\_\_\_ **to** \_\_\_\_\_

**Conference Room:** \_\_\_\_\_

**Meeting Room:** \_\_\_\_\_

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**Deposit received back by applicant/applicant representative:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **SUMMARY OF FACILITY USE RULES AND REGULATIONS**

The use of the Town Facilities shall be subject to the sole discretion of the Town of Batavia, pursuant to the following Rules & Regulations:

1. Organizations wishing to use the Town of Batavia Facility must first apply to the Town Clerk's Office on the prescribed Application not more than sixty days in advance of the time of the reservation requested.
2. Each application for a Permit shall be accompanied by a refundable deposit fee of \$100.00. The Town reserves the right to bring legal proceedings against any person or organization for recovery of the damages caused by use of the Building.
3. The conduct of the group/individuals and cleanliness of the facilities are the responsibility of the person signing the Permit Application and/or the organization represented.
4. Parking is permitted in parking lot. No driving or parking anywhere else upon the facilities is permitted.
5. The Town and Users shall keep all exits clear at all times and the authorized maximum occupancy posted shall be strictly observed. All Users shall inform participants of the location of exits and emergency response equipment.
6. In the event of a Town Emergency, the Town may close any portion of the facility to the public, to vehicles or designated persons.
7. No alcoholic beverages are allowed.
8. No smoking allowed in the building at any time
9. No pets or animals are allowed.
10. No person shall leave behind, dump, drop, throw or scatter any materials of any kind within the building facilities; all garbage and trash generated user shall not be left behind.
11. The Town requires a Certificate of Insurance naming the Town of Batavia as additional insured in an amount and form acceptable to the Town.
12. In case of medical emergency, contact 911
13. In case of an emergency relating to the use of the facility, contact Tom Lichtenhal, 356-7153 or Teresa Morasco, 356-7867.

Adopted 8/16/17

This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410. Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).