

TOWN HALL
Long Lake Town Building Usage Request Form

Town of Long Lake, PO Box 307, 1130 Deerland Rd, Long Lake, NY 12847

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

Facility Requested: TOWN HALL

Information About Your Group

Name of Organization or Individual: _____

Time: _____ to _____. Your supervisor in charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

Information About Your Use of Municipal Facilities

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Is material or equipment required from municipality? Yes _____ No _____

If needed, state what types and for what purpose: _____

Residents (Number): _____ Non-Residents (Number): _____

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 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 _____ does hereby covenant and agree to defend, indemnify and hold harmless the Town of Long Lake 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 Long Lake's property, facilities and/or services by _____.

Address: _____

Signature of Organization's
Representative

Telephone Number: _____

Please read attached requirements and return application to:

Town of Long Lake
Attn: Cindy Black, Building Usage Coordinator
PO Box 307, 1130 Deerland Rd
Long Lake, NY 12847
518-624-3077

Area of Building Requested for Use – Please circle

Main Hall

Nutrition Site

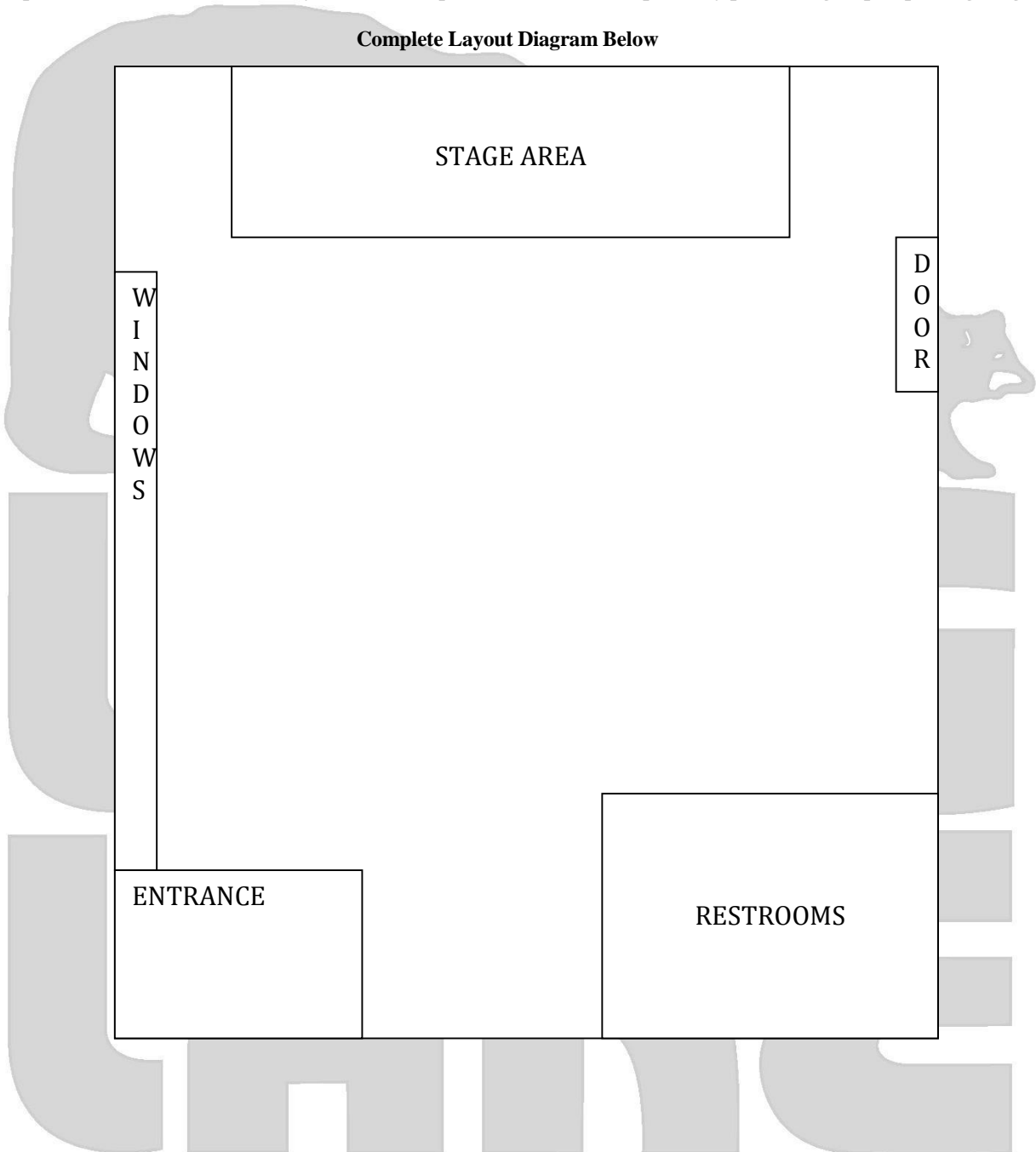
Kitchen

Tables _____

Chairs _____

Set up includes tables and chairs only. All other requirements will be completed by person or group requesting usage.

Complete Layout Diagram Below



I do have keys _____ I do not have Keys _____

If you do not have keys please make arrangements with Cindy Black at 518-624-3077 x 10 to pick them up at the Town Offices by 2pm on the weekday prior to the event.

Rules for Use of Town Hall Facilities

Main Hall

1. Do not tape, paste, glue, tack or staple anything to the walls.
2. Do not place tables, chairs, or any furniture against the walls.
3. Do not slide tables on the wooden floor. If a table must be moved, lift, do not slide the table on the floor.
4. Do not move, alter or play with pianos or organ without prior consent.
5. Please do not stand on tables or chairs.
6. If you carry it in, please carry it out. Garbage dumpster is located outside the rear of the building. Please deposit all refuse in the dumpster. Recyclables and returnable's are your responsibility.
7. Please clean up spills, messes and stains. Cleaning bucket is available in closet near the kitchen.
8. With the exception of bathroom usage, please stay in the part of the building requested on the Town Hall Usage Form. At times the building will be in use by more than one party.
9. The Nutrition site has a closet near the kitchen door. There are cleaning supplies and extra trash bags located in the closet. Return supplies to closet after use.
10. Please lock all windows and doors and turn out all lights including bathrooms before you exit the building.
11. Please keep your usage to the time listed on the building usage form.

Nutrition Site

1. Please leave the room as you found it. If you rearrange tables and chairs, put them back.
2. Please do not stand on tables or chairs.
3. If you carry it in, please carry it out. Garbage dumpster is located outside the rear of the building. Please deposit all refuse in the dumpster. Recyclables and returnable's are your responsibility.
4. Please clean up spills, messes and stains as soon as they occur. Cleaning bucket is available in closet near the kitchen.
5. With the exception of bathroom usage, stay in the part of the building requested on the Town Hall Usage Form. At times the building will be in use by more than one party.
6. The Nutrition site has a closet near the kitchen door. There are cleaning supplies and extra trash bags located in the closet. Return supplies to closet after use.
7. Please lock all windows and doors and turn out all lights including bathrooms before you exit the building.
8. Please keep your usage to the time listed on the building usage form.

Kitchen

1. There will be no use of kitchen stove, grill or oven without prior training. It is your responsibility to leave equipment as clean or cleaner than you found it.
2. Please wash and dry any pots, pans, dishes etc and return to their proper location.
3. Wash refrigerator, counters and sink after use.
4. The machine under the counter sanitizes only. It is not a dishwasher.
5. All spills must be cleaned immediately for sanitation and safety.
6. If you carry it in, please carry it out. Garbage dumpster is located outside the rear of the building. Please deposit all refuse in the dumpster. Recyclables and returnable's are your responsibility. Do not leave food behind without consulting the Nutrition Site Staff.
7. The Nutrition site has a closet near the kitchen door. There are cleaning supplies and extra trash bags located in the closet. Return supplies to closet after use.
8. Please lock all windows and doors and turn out all lights including bathrooms before you exit the building.
9. Please keep your usage to the time listed on the building usage form.