

**WESTPORT HERITAGE HOUSE**

**WESTPORT CHAMBER OF COMMERCE, Westport, New York on Lake Champlain 12993  
www.westportny.com**

**APPLICATION FOR USE OF COMMUNITY FACILITIES**

Today's Date: \_\_\_\_\_

How often are you requesting the building for? Date (s): \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_

**INFORMATION ABOUT YOUR GROUP**

Name of Organization or Individual: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact person in charge: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

**INFORMATION ABOUT YOUR INTENDED USE OF FACILITIES**

Event purpose: \_\_\_\_\_

Is this a: Personal use \_\_\_\_\_ Fund raising use \_\_\_\_\_ Community use \_\_\_\_\_ Are you a not-for-profit organization \_\_\_\_\_

Will an admission fee be charged \_\_\_\_\_ If there are proceeds, what will they be used for \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Which parts of the facility will you be using? Community Center room \_\_\_\_\_ Restrooms \_\_\_\_\_ Chapel \_\_\_\_\_

Please indicate what equipment or other objects you would like to bring into the building to use in connection with your event: \_\_\_\_\_

**AGREEMENT**

The undersigned is over 21 years of age and has read this form and attached use policies and agrees to comply with them. He/she agrees to be responsible for the use and care of the facilities. He/she (if organization, on behalf of \_\_\_\_\_) does hereby covenant and agree to defend, indemnify and hold harmless the *Westport Chamber of Commerce, Town of Westport and the Westport Federated Church* 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 property, facilities and/or services by \_\_\_\_\_.

\_\_\_\_\_ Address: \_\_\_\_\_

Signature \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Please READ FACILITY USE REQUIREMENTS AND RETURN APPLICATION TO:**

**WESTPORT CHAMBER OF COMMERCE  
WESTPORT HERITAGE HOUSE  
PO Box 394, Westport, NY 12993**

**Billie Marsh, Building Usage Chairman  
518-962-4735  
E-Mail: [marshb@westelcom.com](mailto:marshb@westelcom.com)**

**Nancy Decker, Building Manager  
518-962-4805  
E-Mail: [decker2@westelcom.com](mailto:decker2@westelcom.com)**

Date Received \_\_\_\_\_ by \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Fee \$ \_\_\_\_\_

Document(s) received:

- Certificate of Insurance
- One day use Certificate of Insurance
- Signed Release Forms from all participants

Document exceptions need Chamber Exec. Board approval: by \_\_\_\_\_

Comments:

### **WESTPORT HERITAGE HOUSE – FACILITY USE POLICY**

The purpose of the Westport Heritage House is to be both a Visitor Center and a Community Center. It is for the people who make Westport and Wadhams their home and to welcome visitors to our community. The Westport Heritage House is an important part of keeping our history from being forgotten.

The use of the Westport Heritage House facilities shall be subject to the rules listed below. **The application for use form should be submitted at least thirty days in advance of the proposed date of use.** No final plans for use of the facilities should be made without signed approval.

No person or persons will be denied the use of the Westport Heritage House building by reason of race, color, creed, sexual orientation, gender or disability. Persons or organizations wishing to use the facilities shall first apply on the prescribed form. Permits may be revoked at any time.

Room capacity is as follows: Chapel-113 fixed seating and Community Center-62 to 130 depending on room use.

**Alcohol shall not be brought into the facilities. Alcohol use is allowed only by permit. If alcohol is to be sold, the license must be in compliance with NYS law and must be displayed by the applicant or licensed caterer during the event.**

Anyone using the property shall be responsible for maintaining order and good conduct on the part of all participants.

Those using the facilities must clean-up afterwards. Anyone using the property is expected to leave the property in the condition in which it was found, removing waste, etc. Any damage to the property or additional cleaning required following an event will be promptly remedied at the user's expense.

A repeat user will assure all doors are locked and lights are turned off when the function is complete. There is a "no storage" policy. A committee person will open and close for individual functions and inspect the building.

Any organization with youth under 18 years old requires the presence of a minimum of two responsible adults for supervision at all times. For groups of youth of more than 10 an additional adult is needed per 6 additional youth.

A suggested usage fee of \$ 25. to \$500., depending upon the nature and size of the intended function, is **payable before use begins**. This usage fee will be used to help cover general operating and maintenance costs of the facility.

Usage fees may be waived at the discretion of the Heritage House Facilities Use Committee.

The emergency telephone number for police and fire is **911**. The appropriate authority must be contacted in the event of an emergency.

As 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:**

**Commercial Users (For Profit or Not-for-Profit):**

- A. The user hereby agrees to effectuate the naming of the Westport Chamber of Commerce, Town of Westport and the Westport Federated Church as unrestricted additional insured on the user's policy. The policy shall:
  - Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer; contain a 30 day notice of cancellation; state that the organization's coverage shall be primary coverage; additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
- B. The user agrees to indemnify the Westport Chamber of Commerce, Town of Westport and the Westport Federated Church for any applicable deductibles.
- C. Enclose a copy of the endorsement providing additional insured status.
- D. Required Insurance: **Commercial General Liability Insurance** \$1,000,000 per occurrence/ \$2,000,000 aggregate.
- E. User acknowledges that failure to obtain such insurance constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Westport Chamber of Commerce, Town of Westport and the Westport Federated Church. The user is to provide the certificate of insurance, evidencing the above requirements have been met. The failure of the Westport Chamber of Commerce, Town of Westport and the Westport Federated Church 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.

**Individuals:**

**Homeowners Insurance** with minimum \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured; OR, Individual participants will sign a "Release Form" prior to participating in the activity.