



Building Use Request Form

Individuals and organizations are welcome to request use of the two available meeting rooms at Village Hall. Room requests are reviewed for approval on a first-come, first-served basis at the discretion of the Mayor. Both meeting rooms are handicap accessible.

Date(s) Requested: _____ Start Time: _____ End Time: _____

Preferred Room: ☐ Small Conference ☐ Large Conference Estimated Number of Attendees: _____

Description of Use: _____

Equipment Requests: ☐ TV Set ☐ Public Access TV Live Broadcasting Equipment

Organization Name: _____

Contact Name(s): _____

Address: _____

Telephone 1: _____ Telephone 2/Cell: _____ Fax: _____

Organization URL: _____

E-Mail Address: _____ Preferred Contact: ☐ Telephone ☐ E-Mail

May we include contact information on our website? ☐ Yes ☐ No

Is the organization insured? ☐ Yes ☐ No

Insurance Carrier: _____ Insurance Policy Number: _____

I, _____, certify that the above information is correct, and that I have received, read and agree to the Building Use Policies governing use of the meeting rooms, and that I am the authorized representative of the above-named organization.

Signed: _____ Date: _____

OFFICE USE ONLY

Application Approved?..... ☐ Yes ☐ No _____

Certificate of Insurance?..... ☐ Yes ☐ No _____

Keys Required:..... ☐ Room & Handicap Access ☐ Modulator Closet

Building Use Policies

Individuals and organizations are welcome to request use of the two available meeting rooms at Village Hall. Room requests are reviewed for approval on a first-come, first-served basis at the discretion of the Mayor. Use of the meeting rooms is subject to the following conditions:

1. A completed Building Use Request Form must be on file with the Village Clerk.
2. If insured, copies of the insurance policy of the sponsoring organization or event must be provided to the Village Clerk with the Building Use Request Form.
3. The organization identified on the Building Use Request Form is responsible and accountable for any damage to Village Hall property or facilities related to the event.
4. The use of the meeting rooms for commercial purposes is prohibited.
5. Fundraising on the premises including, but not limited to, admission fees, donation requests, solicitation or self-promotion in any form is prohibited.
6. The sale of food, beverages and other items is prohibited.
7. Smoking and alcoholic beverages on the premises are prohibited.
8. Tables, chairs and any other equipment must be cleaned off, replaced and straightened up, including the proper disposition of trash and recyclables.
9. All lights – meeting room, bathroom and upper lobby light – must be turned off at the end of meeting.
10. The room thermostat must be restored to its posted setting at the end of the meeting.
11. Keys are available up to 48 hours before the scheduled meeting through the Village Clerk's office, weekdays between the hours of 9 a.m. and 4 p.m. A key to the handicap access lift chair will be provided. Upon the meeting's conclusion, the room must be locked and all keys deposited in the mail slot outside the Village Clerk's office.
12. Town and Village of New Paltz residents seeking to broadcast live public access television programs from Village Hall are required to file a User's Agreement Form and complete an orientation session on the use of the Village's live broadcasting equipment. Users must provide their own video camera and RCA cable.
13. The Village of New Paltz shall be held harmless in the event of injury or accident related to the use of the meeting rooms during the event.

These Building Use Policies are posted on the doors of both meeting rooms.

I, _____, have read and agree to the Building Use Policies, stated above, governing use of the meeting rooms.

Signed: _____ Dated: _____

The Village of New Paltz does not discriminate based on race, ethnicity, creed, color, national origin, gender, marital status, sexual orientation, age, religion, or the presence of any sensory, mental, or physical disability, or status as a disabled person or veteran of war, in accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

25 PLATTEKILL AVE • PO BOX 877 • NEW PALTZ, NY 12561
PHONE: 845.255.0130 • FAX: 845.255.4305
WWW.VILLAGEOFNEWPALTZ.ORG • VONP@VILLAGEOFNEWPALTZ.ORG

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