

# APPLICATION FOR UTILIZATION OF FGC PROPERTY (Rev. 2-9-09)

This form is to be completed and returned to the FGC President, the Village of Fredonia office or the Town of Fredonia office. The Fredonia Government Center Commission Rules and Regulations are to be read, understood, and complied with by the person(s) and/or group(s) making the request. Keys are available 48 hours prior to the requested time by obtaining from the FGC President or Village of Fredonia office, and must be left in the locked facility upon conclusion, or returned within 24 hours.

**Please Print**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Specific area(s) being requested – please circle:

West Conference Room East Conference Room Board Room Lobby/Restrooms Parking Lot Lands

Date of use: Local Community Groups may only schedule a maximum of 12 meetings in a 6 month period

**Please circle:**

Months: Jan. Feb. March April May June July Aug. Sept. Oct. Nov. Dec.

Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Date(s) Requested: \_\_\_\_\_

Hours of use: \_\_\_\_\_

Type of activity for which use is requested: \_\_\_\_\_

Will refreshments/snacks be served? Yes No (Type: \_\_\_\_\_)

Will personnel be expected to assist from the FGC: Yes No (Type \_\_\_\_\_)

Will any admission fee or charge be made: Yes No (Cost \_\_\_\_\_)

Will items be sold? Yes No (Type \_\_\_\_\_)

**I agree** to pay a utilization/rental fee.

**I do not agree** to pay a utilization/rental fee.

I the undersigned, will be present and in charge of this activity. I accept full responsibility for the care of the FGC property and equipment, will supervise the conduct of those in attendance, will clean up at the conclusion of the utilization, and will enforce all rules and regulations.

I further understand and agree to provide, if requested, a certificate of insurance naming the FGC as an additional insured and naming me/my organization as the primary insured for this utilization.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Official Approval Use

Request:  Approved  Denied (Reason \_\_\_\_\_)

Proof of Insurance Request from Requestor:  Yes  No

Utilization Fee \$ \_\_\_\_\_ Free to Non-Profit Local Community Groups/\$100 fee for Board Room/\$50 for Conference Room for other Local Community Groups.

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### Post Utilization

Inspected post utilization by : \_\_\_\_\_ Date: \_\_\_\_\_

Passed  Failed  (Reason: \_\_\_\_\_)

Fee Assessed for Damage: \_\_\_\_\_

Fee Assessed for Maintenance: \_\_\_\_\_

# **RULES AND REGULATIONS OF THE FREDONIA GOVERNMENT CENTER**

## **General Regulations**

- Smoking is prohibited on the FGC Property.
- There shall be no alcoholic beverages or liquor brought to or consumed on the FGC Property.
- Nothing shall be sold, given, exhibited or displayed without permission.
- The applicant is held responsible for the preservation of order and good conduct.
- The right to revoke approval at any time is reserved by any member of the FGC Committee.
- All activities staged and operated on the FGC Property shall be insured by the requestor.
- No activity shall be allowed that: conflict with FGC policies, adversely affect the FGC, Town and/or Village of Fredonia's reputation(s).

## **Capacity of Rooms in the Fredonia Government Center**

- The Board Room can hold no more than 75 people and can seat no more than 75 people.
- The West Conference Room can hold no more than 15 people and can seat no more than 10 people.
- The East Conference Room can hold no more than 14 people and can seat no more than 8 people.
- The Main Entrance Hall can hold no more than 30 people.

## **Room Utilization**

The FGC Facility is available for use by the Town and Village of Fredonia Government, County, State, and Federal Government, and Non-Profit Local Community Groups free of charge when an admission fee or items are not charged or sold – including donations for items or services. Please see separate rental agreement if there are any charges to attendees by the requestor or for use by other Local Community Groups.

The following areas may be utilized:

1. West Conference Room
2. East Conference Room
3. The Board Room
4. The Entrance Hall (Governmental use only)

The areas may be utilized on a first come, first served basis. Local Community Groups may utilize the facility a maximum of two (2) times per month, and can make requests a maximum of 6 months in advance.

If the room is to be utilized in the evening or on weekends, the building key can be obtained by contacting the FGC President or picked up during normal business hours, maximum 48 hours prior to the meeting from the Village of Fredonia office, and left in the facility upon completion.

Groups are financially responsible for any damage, missing items or cleaning beyond what is normally done. The FGC Commission or President may impose additional requirements such as a deposit or event insurance to protect the Village and the Town from any liability, depending on the type of event and the number of people expected.

Granting permission to use the FGC does not constitute an endorsement by the Village or Town of Fredonia. In order to establish the fact that the Village and the Town are not sponsoring an event or meeting, all publicity must include the following statement: "Sponsored by the (name of organization utilizing the property)." An organization may not use the name and address of the Fredonia Government Center as its headquarters or as the official address of the organization.

The Application for Utilization of FGC Facilities must be completed a minimum of seven days in advance of requested date. If the FGC Facility is left in good condition, there will be no damage fee or maintenance fee assessed. The FGC Vice President will determine the condition of the facility. The requestor may appeal to the FGC Commission, but will be held responsible at minimum for the FGC Commission meeting and associated fees.

If a key was borrowed, it may be left in the FGC or must be returned within 24 hours of the end of the utilization to the Village of Fredonia Clerk or FGC President. Failure to return the key or duplication of the key will result in the re-keying of all FGC property locks at the cost of the requestor.

All meetings, events, etc, where minors (anyone under the age of 18) are present must be chaperoned by one adult to a 10 child ratio during the entire event, with a minimum of two adults.

Rooms may not be rented for personal or family purposes.

### **Parking Lot and Land Utilization**

The FGC Parking Lot and Lands are available for use by the Town and Village of Fredonia Government, County, State, and Federal Government, and Non-Profit Local Community Groups free of charge when an admission fee or items are not charged or sold – including donations for items or services. Please see separate rental agreement if there are any charges to attendees by the requestor or for use by other Local Community Groups.

The following areas may be utilized:

1. Parking Lot.
2. Land.

The areas may be utilized on a first come, first served basis. Local Community Groups may utilize the facility a maximum of two (2) times per month, and can make requests a maximum of 6 months in advance. The Parking Lot and Lands may be utilized by Local Community Groups for scheduled sporting events and practice with proper approval more frequently.

Groups are financially responsible for any damage, missing items or cleaning beyond what is normally done. The FGC Commission or President may impose additional requirements such as a deposit or event insurance to protect the Village and the Town from any liability, depending on the type of event and the number of people expected.

Granting permission to use the FGC does not constitute an endorsement by the Village or Town of Fredonia. In order to establish the fact that the Village and the Town are not sponsoring an event or meeting, all publicity must include the following statement: “Sponsored by the (name of organization utilizing the property).” An organization may not use the name and address of the Fredonia Government Center as its headquarters or as the official address of the organization.

The Application for Utilization of FGC Property must be completed a minimum of seven days in advance of requested date. If the FGC Property is left in good condition, there will be no damage fee or maintenance fee assessed. The FGC Vice President will determine the condition of the property. The requestor may appeal to the FGC Commission, but will be held responsible at minimum for the FGC Commission meeting and associated fees.

All meetings, events, etc, where minors (anyone under the age of 18) are present must be chaperoned by one adult to a 10 child ratio during the entire event, with a minimum of two adults.

Land and Parking Lot may not be rented for personal or family purposes.