



**Town of Pawling**  
 Recreation Department  
 2 Lakeside Drive  
 Pawling, NY 12564  
 845-855-1131  
 recreation@pawling.org

# FACILITY APPLICATION

**Use of Town Facilities by  
 Individuals & Organizations**

*Appropriate insurance is always required.*

*The person listed below assumes all responsibility for activity during facility use on town property.*

Full Name \_\_\_\_\_  
 Organization \_\_\_\_\_  
*(if applicable)*  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

**PLEASE CHECK YOUR FACILITY REQUEST(S)  
 & THEN SUBMIT PAYMENT.**

	CHECK HERE:	Resident	Non-Res
Entire Lathrop Building		\$750/day	\$1,000/day
JC Penney/Rotary Room		\$200/day \$30/hr	\$300/day \$30/hr
Johnson Room		\$100/day; \$25/hr	\$150/day; \$25/hr
Auditorium/Lobby/Lounge		\$350/day	\$700/day
Great Lawn Fields		\$60/hr \$250/day; \$1,000/wk	\$80/hr \$300/day; \$1,200/wk
Lakeside Pavilion <i>*does not include swimming passes</i>		\$200/day	\$450/day
Teen Center		\$350/day	\$450/day
Murrow Lower Pavilion		\$75/day	\$200/day
Murrow Upper Pavilion		\$175/day	\$450/day
Holmes-Whaley Lake Civic Center (Upstairs)		\$200/day	\$380/day

Are you a current HWLCA member in good standing? \_\_\_ Yes \_\_\_ No  
*(if yes, please remit payment to "HWLCA" for \$100 as your donation).*

**RESERVATIONS ARE NOT FINAL UNTIL:  
 \_\_\_ PAYMENT \_\_\_ APPLICATION \_\_\_ INSURANCE  
 ARE ALL RECEIVED IN THE RECREATION OFFICE**

**PLEASE ANSWER THE FOLLOWING TO  
 COMPLETE YOUR APPLICATION:**

Date of Requested Use: \_\_\_\_\_

Times of Requested Use: \_\_\_\_\_ - \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Town of Pawling Resident: \_\_\_ YES \_\_\_ NO

**Number of Participants Expected:**

\_\_\_ Resident Adults \_\_\_ Resident Children

\_\_\_ Non-Res Adults \_\_\_ Non-Res Children

**Will there be an independent contractor on site  
 during facility use?** \_\_\_ YES \_\_\_ NO

*If yes, please provide name:* \_\_\_\_\_

*Service provided:* \_\_\_\_\_

**Will there be swimming?** \_\_\_ YES \_\_\_ NO

**Will alcohol be served?** \_\_\_ YES \_\_\_ NO

**Will alcohol be sold?** \_\_\_ YES \_\_\_ NO

**Admission charged?** \_\_\_ YES \_\_\_ NO

*If yes, how are the proceeds to be used?*

**Are there any other materials / equipment /  
 special arrangements needed?** \_\_\_\_\_

Total Amount Due: \_\_\_\_\_

+ Security Deposit: **\$100 (separate check)**

*We hold this security check until rental is finished and then we mail back to address on file.*

**MAKE CHECKS PAYABLE TO "TOWN OF PAWLING"**

**THIS SECTION BELOW IS FOR STAFF USE ONLY:**

Facility Amount PAID: \_\_\_\_\_ Cash/Check # \_\_\_\_\_/CC

Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Security Check Received: \_\_\_\_\_ Date Returned: \_\_\_\_\_



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## **INDIVIDUAL Insurance Requirements:**

The Individual shall provide a **copy of their Homeowner's or Apartment/Renter's Policy Declaration Page** – minimum liability limit of \$500,000. Policy shall not exclude the off-premises activities of the insured.

1. **Hold Harmless**

The undersigned individual requesting use of the Town of Pawling's facilities, guarantees observance of all regulations governing the use of facilities of the Town of Pawling, payment of any charge incurred, and states that the individual agrees to indemnify and save harmless the Town of Pawling, all of the Town's elected and appointed officers, employees, volunteers, and/or agents against any and all claims for damages or injury to persons or property that may be occasioned by, or arise from, the use of such facilities to the fullest extent possible pursuant to the laws of New York State.

THE PAWLING TOWN BOARD RESERVES THE RIGHT TO REQUIRE ALTERNATIVE LIABILITY LIMITS WHEN APPLICABLE.

Name of Individual: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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



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**GROUP/ORGANIZATION Insurance Requirements:**

Review the following insurance requirements and forward to your insurance representative/carrier for issuance of required certificates. THE PAWLING TOWN BOARD RESERVES THE RIGHT TO REQUIRE ALTERNATIVE LIABILITY LIMITS WHEN APPLICABLE. The group/organizations shall maintain at a minimum the following insurance coverages, giving evidence of same to the Town of Pawling in a form of a Certificate of Insurance (COI), copy of General Liability Declarations Page, and a copy of the Additional Insured Endorsement, and provide 30 days' notice of cancellation, non-renewal, or material change. New York State License carrier is preferred; any non-licensed carriers will be accepted at the Town of Pawling's discretion. The insurance carrier must have an AM Best rating of at least an A-IX. Worker's Compensation and NYS Disability coverage is required for any organization that has employees that will be working on the premises. Note – Independent contractors or vendors used or employed by the organization must comply with Town of Pawling insurance requirements for Independent Contractors/Sub-Contractors.

1. Commercial General Liability
  - a. Coverage Occurrence – 1988 ISO or equivalent
  - b. Limits
 

General Aggregate	\$2,000,000
Products/Comp/Ops Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (any one fire)	\$ 50,000
Medical Expenses (any one person)	\$ 5,000
  - c. Additional Insured The Town of Pawling and all appointed and elected officials, employees, and volunteers using ISO FormCG2005 or equivalent.
  - d. Extension Mandatory Full Contractual Liability
  - e. Mandatory If alcohol is being served, evidence of Host Liquor Liability is required.  
If alcohol is being sold, evidence of Liquor Law Legal Liability is required.
2. Umbrella Liability
  - a. Coverage Umbrella Form or Excess Follow Form of Primary General Liability and Automobile Liability
  - b. Limit \$2,000,000
  - c. Additional Insured The Town of Pawling and all appointed and elected officials, employees, and volunteers.
3. Worker's Compensation and NYS Disability  
Statutory Coverage is required if the organization has employees that will be working on the premises.
4. Hold Harmless  
The undersigned individual requesting use of the Town of Pawling's facilities, guarantees observance of all regulations governing the use of facilities of the Town of Pawling, payment of any charge incurred, and states that the individual agrees to indemnify and save harmless the Town of Pawling, all of the Town's elected and appointed officers, employees, volunteers, and/or agents against any and all claims for damages or injury to persons or property that may be occasioned by, or arise from, the use of such facilities to the fullest extent possible pursuant to the laws of New York State. THE PAWLING TOWN BOARD RESERVES THE RIGHT TO REQUIRE ALTERNATIVE LIABILITY LIMITS WHEN APPLICABLE.
5. Any group/organization renting the **Holmes-Whaley Lake Civic Center** must list **BOTH** "Town of Pawling" and "Holmes Whaley Lake Civic Association" as Additional Insured on all paperwork.

Name of Individual: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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