



www.townofnewscotland.com

TOWN OF NEW SCOTLAND

Diane R. Deschenes
Town Clerk / Tax Collector
ddeschenes@townofnewscotland.com

Patricia A. Barber
Deputy Town Clerk
pbarber@townofnewscotland.com

Dear Applicant:

Please fill out the enclosed form and submit it to the Town Clerk. Review the Permit Policies and the enclosed Rules and Regulations for Use of the Community Center.

Your reservation is not considered confirmed until you have received an approved copy of the permit from the Town Clerk. This permit **must** accompany you on the day(s) of your event(s).

If you decide to cancel your reservation, the Town Clerk should be notified at least 2 days prior to your event.



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Community Center Reservation Procedure

Requests for Community Center reservations will be accepted at all times.

Upon request, a Community Center permit form and other pertinent information will be sent via mail, fax or e-mail.

Complete the Use Permit Form and return to the Town Clerk at Town Hall.

See Policy for Community Center Use Form for more information.

No reservation will be considered confirmed until written approval is granted by the Town Clerk. Reservations will **not** be “penciled in.”

The person responsible for reserving the facility must bring the permit with him/her to the event(s).

Permits are valid **only** for the day(s) and time stated therein.

If you have any questions please contact the Town Clerk’s office at (518) 439-4865.



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OFFICE USE ONLY

Date Request Received: _____ Date Permit Issued: _____
Confirmed or Rejected: _____

TOWN OF NEW SCOTLAND COMMUNITY CENTER USE PERMIT

Today's Date: _____

Name of Organization / Individual: _____

Name of Person Responsible: _____

Address: _____ Phone (H): _____

_____ (W): _____

E-MAIL: _____

Facility Requested: _____

Date(s) Requested: _____ Day of Week: _____

Time: _____ To: _____ Size of Group: _____ (capacity - 95)

Purpose of Facility Use (Please Be Specific): _____

The person listed below is legally responsible for any and all action of the users while they are at the Town of New Scotland Community Center. This person will be held financially responsible for any and all damages to Town property caused by a member of his/her group. The person is responsible for his/her group's adherence to all permit guidelines and the Rules and Regulations for Use of the Community Center.

The person responsible hereby acknowledges that he/she has read, understands and agrees to comply with the policies outlined on the back of this form and the enclosed Rules and Regulations for Use of the Community Center. The person responsible further verifies that he/she is 21 years of age or older.

The responsible party shall provide general liability insurance with limits of not less than \$1,000,000 per occurrence. The policy shall name The Town of New Scotland as an additional insured.

The Person responsible hereby requests reservation of the Town of New Scotland Community Center, for the date(s), times, and purposes shown. He/she, on behalf of organization, further agrees to hold harmless and completely indemnify the Town of New Scotland, its officer, agents, and employees from and against all liability.

Signature of Person Responsible

Date



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THIS IS TO CERTIFY THAT I HAVE RECEIVED KEY NUMBER _____ TO THE TOWN OF NEW SCOTLAND'S WYMAN OSTERHOUT COMMUNITY CENTER BUILDING. IT IS AGREED THAT THERE IS A \$30.00 DEPOSIT PER KEY, WHICH IS FULLY REFUNDABLE UPON RETURN OF THE KEY.

I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR GUARANTEEING THE KEY'S USE AS INTENDED BY THE TOWN.

I UNDERSTAND THAT LOST KEYS WILL BE CHARGED \$500 PLUS LOSS OF DEPOSIT.

GROUP/INDIVIDUAL NAME: _____

SIGNATURE

DATE

PRINT NAME

WITNESS

DATE

PRINT NAME

TOWN OF NEW SCOTLAND

POLICY FOR COMMUNITY CENTER USE

Organized use of the Town Community Center is by permit only.

The person responsible must complete the permit application and meet the following criteria before a permit can be issued by the Town of New Scotland:

1. A responsible adult age 21 or older must complete the application;
2. The time, date and facility being requested must not be in conflict with a Town of New Scotland sponsored activity or with another organization or individual previously assigned to the Community Center;

Preference will be given to Community Service/Public Safety Organizations.

(Community Service/Public Safety Organizations include: Local schools or churches, the New Scotland Kiwanis club, the Albany County Sheriff's Department, the American Legion, and local Volunteer Fire or Ambulance Departments, Boy and Girl Scouts.);

3. The Town reserves the right to require organizations to provide a Certificate of Insurance covering all members and participants, and naming the Town of New Scotland as an Additional Insured with respect to an organization's use of Town facilities and/or require individuals to provide a Certificate of home owner's liability.

The party named on the permit must be the Community Center user and may not transfer use to another party. The purpose of the Community Center use may not vary from what is stated on the permit.

The person named on the permit will be responsible for the actions of all group members and will reimburse the Town of New Scotland for any damages caused during the use of the facility.

Smoking and alcoholic beverages are prohibited in Town buildings.

The person responsible agrees to hold harmless and completely indemnify the Town of New Scotland, its officers, agents, and employees in any claim of personal injury or property damage in any way arising from use of the facility.

Requests to use a facility on a regular basis may be denied or restricted based on the demand for and the availability of the facility. Requests may also be denied if, in the opinion of the Town Clerk and/or the Town Supervisor the size of the group or the activities of the group will be detrimental to the facility.

Should any section, paragraph, sentence, clause, or phrase of this policy be declared unconstitutional or invalid for any reason by a court of competent jurisdiction, the remainder of this policy shall not be affected.

All other cases involving the use of the Town of New Scotland Community Center not stipulated in the aforementioned policy will be decided upon the discretion of the Town Clerk and/or the Town Supervisor.

Trash removal is the responsibility of the permit holder. The facility must be left in the condition it was found. If not, a fee may be assessed against the permit holder which, if unpaid, could result in the cancellation of the permit.

Facility users must lock all doors after use of the facility whether or not they were locked upon arrival. Failure to do so may result in permit cancellation. (Capacity - 95 people)



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Rules & Regulations for Use of the Wyman Osterhout Community Center

- Reservations for usage are required by contacting the Town Clerk's office at 439-4865.
- The Community Center is for the use of Town of New Scotland residents and guests who may accompany them.
- Unruly activity and abusive, loud and/or foul language is prohibited.
- Soliciting or posting of signs is not permitted.
- **Trash and all other litter must be removed.**
- No food shall be stored beyond 3 days.
- Playing music loudly is prohibited.
- Dangerous devices such as air guns, explosives, guns and archery equipment are prohibited.
- Children must be accompanied by an adult at all times.
- In the event of a hazardous condition, this facility may be closed to the public at the discretion of Town officials.
- All fund-raising activities must be approved by the Town Board.
- All usage of facilities must be recreational and not for profit.
- Violation of the above rules may result in revocation of use of this facility.
- Lost Keys will be charged \$500 plus loss of deposit.
- All other cases involving use of this facility will be determined by the Town Board.
- The Town Board may allow exceptions to one or more of these rules in the case of special events or circumstances.