

## Policy for Use of the Marina Comfort Station / Pavilion Facilities

These guidelines are set forth to set down the responsibilities for usage of the Marina Comfort Station / Pavilion Facilities (MCS/PF) in the Village of Palmyra.

All requests for usage will be subject to approval and will be submitted through the office of the Clerk/Treasurer, 144 East Main St. Palmyra. Any events that do not take place will have all fees returned less the application fee, if one has been required. All use permits are non-transferable from one organization/ person to another. Date changes require a new application.

Organizations or events are not considered "grandfathered in". All decisions by the Palmyra Village Board are final and uncontestable.

### **RULES AND REGULATIONS**

1. Users will file an application in the office of the Clerk Treasurer, 144 East Main St. Palmyra. **Non-village users will also file an application, to be accompanied by a non-refundable application fee of \$25.00.** The application will include a current address and phone number and E-Mail address for each user.
2. Applications for the use of the MCS/PF will be approved by the trustee in charge of Buildings, Grounds Maintenance or the Mayor or his/her designee.
3. First priority for the use of the facilities shall be for Village Board meetings, staff uses and other Village-sponsored functions and activities.
4. Second priority for use of the facilities shall be for Village residents.
5. All reservations will be on a first-come first-served basis, based on the sequence in which completed applications are received.
6. Use of thumbtacks, staples, nails etc. for decorations etc. is ***strictly prohibited.***
7. The user also is aware that the rest-room area is also available for public use.
8. Alcohol use is not permitted at the Marina and in the MCS/PF.
9. The Village of Palmyra reserves the right to cancel any reservation previously scheduled by any organization.
10. Once approved, the user will receive notification followed by a payment of a \$100.00 security deposit.

11. The MCS/PF will be inspected after each use. In case of deficiencies and/or infractions of the guidelines, the user will be notified immediately. The Village will correct the infractions and the user will forfeit the security deposit. The Trustee in charge of Buildings and Grounds, The Supt. of Buildings and Grounds, or his or her designee, will do the inspection.
12. If costs to repair, or replace the MCS/PF to its prior condition exceed the \$100.00 deposit, the user is responsible for the outstanding amount.
13. No security deposit will be returned before an inspection of the premises is made. The security deposit will be mailed within a timely fashion of a satisfactory inspection through the office of the Clerk/Treasurer, Most likely within a week.
14. The permitted shall accept the premises as is, and shall restore the premises used to the same condition at the end of each use. The permitted shall make no changes or alterations to the premises without written approval of the Board of Trustees. The permitted shall be responsible for removing all litter and trash from the permitted area. The MCS/PF is a "carry in, carry out" facility. The permitted will be required to perform all clean up; cleaning supplies are not provided for the user. If this requirement is not met, the Village will perform the required work and the permitted will lose the security deposit.
15. The permitted shall be responsible to the Village for any and all damage to any Village property in the area for which the permit is issued including but not limited to the grounds, walkways, or building, whether or not the damage was caused by the permitted, or by patrons, guests, or invitees.
16. The authorized representative executing the permit application, in consideration of receiving permission to use the facility for himself/herself and the organization represented by its members, guests, invitees, releases the Village of Palmyra, the Board of Trustees, employees, and agents from all claims and liability arising from or during the use of the MCS/PF and agrees to indemnify and hold harmless said released parties from all claims of any nature.
17. Permitted, as a condition of use, must comply with the policies set forth herein and all other Village codes and regulations, including but not limited to getting a sign permit if necessary.
18. The user should contact the Palmyra Police Dept. or ( 911 )to report any emergency that arises at the MCS/PF such as, but not limited to power outages or plumbing problems.
19. The time for usage/rental of the MCS/PF will be between the hours of 9:00 am to 9:00 pm.
20. All Village of Palmyra Local Laws, Codes and Ordinances will be enforced. Ex: Local Law 67 Animals running at large, barking, defecating, etc.