TOWN OF SAND LAKE
Physical Address: 8424 Miller Hill Rd., Sand Lake, NY
Mailing Address: PO Box 273, Sand Lake, NY 12153
Telephone: 674-2026 Ext. 115

Application For Use Of Town Hall

____ Kitchen
____ Court Room

A $ 50 Cleaning Deposit is required to reserve the Kitchen/Multi-Purpose Room & Courtroom_____
A $120 **Non-Refundable** annual fee is required to use the Kitchen/Multi-Purpose Room & Courtroom_____
A $ 15 **Non-Refundable** one-time use of Kitchen/Multi-Purpose Room & Courtroom_____

Insurance Binder_____ Expires_____

It is expected that:
1. Vehicles will be driven and parked only in designated areas;
2. The premises will be left neat and clean, and any town equipment, utensils, furnishings, etc. will be put back where they were found. Trash receptacles are provided for your use.
3. The premises will be inspected before and after use. The applicant will be billed for reimbursement of any damages, repairs, replacement, or clean-up necessary as a result of their use of the property. Failure to reimburse the Town will result in loss of privileges.
4. The Town of Sand Lake will not be liable for any injuries or damage to persons or objects. Insurance coverage is necessary for all organizations and individuals and proof of coverage must be provided to the Town Clerk seven (7) days prior to use.
5 .No pets are allowed in building.
6. No smoking is allowed on Town property.
7. No alcohol is allowed on Town property, unless permission has been granted by the Town Board and the proper permits have been issued by the New York State Liquor Authority.
8. A $10.00 (Ten) dollar fee will be charged for keys not returned.

APPLICANT / ORGANIZATION: _____

DATE(S) TO BE USED: _____ HOURS TO BE USED: _____

PURPOSE: _____NUMBER OF PEOPLE ATTENDING: _____

AUTHORIZED REPRESENTATIVE: _____

MAILING ADDRESS: _____

PHONE: (H) _____ (W) _____ (CELL) _____

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE TOWN RULES, REGULATIONS, AND EXPECTATIONS.

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_____ _____
SIGNATURE Approved: Barbara Hansen, Town Clerk

(ed. 11//2020)