

**The Village of Manlius
One Arkie Albanese Ave
Manlius NY 13104**

Use of the Matt Tardio Community Room

- 1.) Application for usage of the Matt Tardio Community Room must be made by all organizations through the Village Clerk's Office. Village departments shall have first priority of the facilities.
- 2.) Applications shall include a Commercial Liability Certificate of Insurance from each organization, indicating the Village of Manlius as an additional insured and containing a provision that coverage afforded under the policy will not be cancelled, non renewed, or diminished until at least sixty (60) days prior written notice has been given to the Village. The Certificate shall show insurance not less than \$1,000,000 per occurrence bodily injury and property damage. A Certificate of Insurance is not required for Village sponsored activities.
- 3.) All applications shall be forwarded to the Village Clerk for approval or denial.
- 4.) No organization will be permitted to reserve the facilities on a regular basis without Village Board approval.
- 5.) Absent Village Board approval to the contrary, an application must be submitted for each usage.
- 6.) Any amendments to the application must be approved by the Clerk.
- 7.) The approval process is subject to the user's acceptance and compliance with all rules and regulations issued by the Village of Manlius.
- 8.) The use of the facilities is limited to not-for-profit organizations and shall be not exceed the auditorium capacity of 260 and conference capacity of 122.
- 9.) The applicant is responsible to set up the Matt Tardio Community Room as they would like for their function. Upon completion of the event, this room must be returned to the exact condition in which it was found.
- 10.) Whatever is brought into the building must be carried out (decorations, food, etc).
- 11.) Trash shall be discarded and carried, by the applicant, to the Village's dumpster, located adjacent to the Village Centre.
- 12.) Upon issuance of approval for either the Matt Tardio Community Room, a \$50.00 deposit will be held by the Village Clerk's Office unless the applicant is exempt. The deposit will be returned when the facility is found to be in satisfactory condition based on the determination of the facility supervisor. If the Matt Tardio Community Room

is left in unsatisfactory condition the deposit will be forfeited to the Village.

- 13.) The Village reserves the right to deny access to the facilities based on the applicant's prior history or any material misrepresentation on any application.

Agreed to and accepted:

Signature

Date

Print name

Print address

Telephone Number/Email Address

Amount Charged: _____

Clerk's Signature: _____

Referred to the Board: _____

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Application for Use of the Village Centre Auditorium
(Matt Tardio Community Room)

Applicant: _____ Date: _____

Date of Event: _____ Time of Event: _____

Set-up and Clean-up Time: _____

Event: _____

Organization to Use Facility: _____

Organization Address: _____

Expected Attendance: _____ Special Needs: _____

Name(s) and telephone number(s) of persons who will be in attendance and responsible
while facility is in use: _____

Insurance Carrier: _____

Signature of person making application: _____

Address of person making application: _____

Amount Paid: _____ Date: _____

Clerk's Signature: _____