

Request for Use of Facility

After first confirming with Morris Director Michael West that the facility is available on your requested date, please fill out this form completely and return in person or by mail to our office at 17 Park Row, Chatham, NY 12037 or via email to morrismemorial12037@gmail.com.

Event Details

Group to be involved:

Person making this request (*must be 21 years of age*):

Address:

Phone #:

Email Address:

Non-profit group? Yes No

Maximum number of persons expected:

Purpose:

Date and time facility will be used:

Time door is to be opened:

Time of event completion:

Names of chaperones, if children under 18 are involved:

Responsible party, if different from person making request:

Insurance Information & Requirements

Liability Coverage (Limits):

Insuring Company:

Liability Insurance Held (Agency Name):

- All groups requesting use of the facility must provide a current signed Certificate of Insurance from their insurance company showing \$1,000,000 coverage and listing Morris Memorial Association, Inc. as Additional Insured prior to approval of this request.
- All individuals, homeowners or renters must provide a signed Certificate of Insurance from their insurance company showing \$300,000 liability coverage.

Agreement

NOTE: ANY ORGANIZATION USING THE MORRIS MEMORIAL BUILDING SHALL CONFORM TO THE RULES AND REGULATIONS ATTACHED TO THE REQUEST AS ADOPTED BY THE MORRIS MEMORIAL ASSOCIATION BOARD OF DIRECTORS.

“I _____, its successors and assigns, hereby agrees to save and hold harmless the Morris Memorial Association, its building, board members and employees, all of whom while working within their respective authority, from all cost, injury or damage incurred by any of the above, and from any other injury or damage to any person or property whatsoever any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or non performance of any provision of this agreement by _____, its agents or any of its independent contractors. The above cost, injury damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys’ fees. This save harmless clause is not intended to indemnify against any cost or damage, or portion thereof, caused by the Morris Memorial, any of its, buildings, board members or staff.”

Due to the 2020 outbreak of the novel Coronavirus (COVID-19), the Morris Memorial Association (MMA) is taking extra precautions with the care of every person utilizing MMA owned facilities or properties to include health history review and enhanced sanitation/disinfecting procedures in compliance with CDC guidance. _____ shall strictly comply with all MMA, County and State established protocols, including but not limited to contact tracing and face mask use. _____ staff, players, family members and all others participating shall hold the MMA harmless, defend and indemnify MMA for any and all liability for exposure or harm due to COVID-19.

Signature and title of person making request:

FOR OFFICE USE ONLY

Request approved by program director:

Date:

Morris rental fee:

\$30 per hour:

10% of tuition fees for classes:

Price, payable in advance:

Deposit made:

Cash

Check

Check #