



PROPERTY USE REQUEST FORM

Contact: Martha M. Malone
E-Mail: marthamalone@fairportny.com
Phone: 585-421-3240

Organization Name:
Address: Phone:
City: State: Zip:
Contact Name:
Email:
Date Requested: Time In: Time Out:

Facility Requested:

North Main Parking Lot West North Main Parking Lot East Thomas Creek Wetlands

Is this a fundraising event and/or an event to raise funds for a profit/non-profit organization?

Yes No

If Yes, who is the beneficiary:

Planned Activities:

[Large empty box for Planned Activities]

NOTE:

Application may be subject to further review by Village of Fairport including the Use of a Tent/Canopy, Alcohol or Fireworks.

Community. Collaboration. Connection.



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INSURANCE REQUIREMENTS

A current Certificate of Insurance is required for Comprehensive general liability coverage of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the Village of Fairport Industrial Development Agency (FIDA) as Additional Insured. The Certificate must be received no less than 4 days prior to your event. Additionally, if Alcohol is permitted by the Village of Fairport, you must provide a certificate of Insurance for the Special Event Liquor Policy naming FIDA as additional insured.

By signing below, you acknowledge that you are aware of and agree to all FIDA policies, rules and regulations (further detailed on Page 2) in relation to use of property owned by FIDA, and that you will be held responsible for any damages resulting from use of our property.

Date

Applicant's Signature



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RULES AND REGULATIONS

Any person, organization or business who uses property owned by the Village of Fairport Industrial Development Agency (“FIDA”) must abide by the following rules within the boundaries of said property:

1. No person shall disturb the peace and good order.
2. No person shall willfully or maliciously disturb or harass any other person or group of persons gathered.
3. No person shall harass or unnecessarily disturb any waterfowl, birds, or animals
4. No person shall cause damage to any vegetation, building, notice, billboard, or any other facility.
5. No person shall peddle or solicit without a permit from the Village of Fairport.
6. No person, except a peace officer, shall have or carry any dangerous weapons, concealed or otherwise.
7. No person shall post or display any sign, banner, advertisement, or notice of any sort without prior permission of FIDA.
8. No person shall bring into or use any illegal substances.
9. No animals or pets are allowed.
10. Only a person who has been authorized by Village of Fairport, or who has been issued a handicapped permit or handicapped license plate, shall ride a motorized vehicle such as portable mobility scooter or golf cart.
11. All items brought by users shall be removed by those users at the end of the reserved event.
12. Smoking is permitted in designated areas only.
13. Tents, canopies and alcohol must be properly permitted by the Village of Fairport.
14. Tent or canopy stakes are prohibited.
15. Commercial dumpsters or trash receptacles shall be placed on the pavement area only, and on wooden blocks.
16. The Village of Fairport Industrial Development Agency shall not be liable for any injuries or liabilities incurred by users of facilities.
17. **Application is subject to review by the Village of Fairport.**

FIDA reserves the right to changes these requirements without notice. The Applicant is aware that any material misrepresentation made in this Application constitutes an act of fraud, resulting in revocation of approvals.

Date

Applicant’s Signature