



Village of Cobleskill

Use of Facilities Policy

PURPOSE

Policies, rules, and fees are necessary for the use of certain Village of Cobleskill facilities to provide standards for rental/use of facilities to the general public. This policy is intended to facilitate orderly processing for rental applications. Village sponsored events are exempt from this policy. This policy defines the conditions under which the Village of Cobleskill may allow the use of any village owed facilities.

General Policies

1. Buildings, facilities, and equipment of the Village of Cobleskill are primarily designed to accommodate the programs, activities, and meetings of various village departments, boards and commissions. Consequently, all Village of Cobleskill uses shall have first priority. Facilities shall be made available to non-village groups on a first-come, first-served basis. Appropriate fees shall be assessed for all user groups. The Village has not designated its rental facilities as a forum for unlimited expression by the general public.
2. A Facility Use Application must be completed for all reservations of facilities. Only an Individual 18 years of age or older can complete and sign a facility use application. Additional permits will be required for special events and/or alcohol service.
3. Approval to use Village parks does not provide exclusive use. The general public will have access to all parks, regardless of any scheduled events.
4. Use of facilities is not intended to be for financial gain. No business or individual may use village-owned facilities for corporate or personal financial gain. No admission fees to events at village-owned facilities may be charged, without approval of the Board of Trustees.
5. No one group may have the use of a facility so often that it excludes other groups.
6. The Village may establish reasonable fees and/or deposits requirements for the use of facilities. The Village maintains the right to waive fees for events that are not private and/or not for profit.
7. Persons or groups utilizing Village facilities are responsible for cleaning up and restoring facilities to the same condition as found. Any damage to equipment or to Village facilities or parks shall be the responsibility of the person or group involved. Restitution for damages will be billed to the person who signed the Facility Use Application and must be paid to the Village within 30 days of the billing.
8. At all gatherings where attendees are under 18 years of age, one adult is required for every 15 youth in attendance and must be present throughout the activity.
9. Park facilities may not be used beyond regular park hours.
10. Amplification of sound must follow the Village noise ordinance.

11. The number of persons admitted for functions must not exceed facility capacity limits
12. Smoking, vaping or use of tobacco and cannabis products is not permitted on Village property.
13. Alcohol is not permitted on or in any village-owned property or facility.
14. Groups utilizing facilities are required to provide liability insurance coverage naming the Village of Cobleskill as an additionally insured party and Hold Harmless Agreement waivers signed. Only when an organization cannot provide a certificate of insurance, the Board of Trustee may allow a Hold Harmless Agreement waiver(s) if signed by all participants. The additional insurance coverage and/or waivers must meet the standards established by the Village of Cobleskill Attorney.
15. No advertising or other public notice of a proposed usage of Village facilities or parks shall occur prior to approval of the Board of Trustees for the use of the facility. All advertising for an even on Village property must clearly identify the sponsoring group.
16. No alterations to the facility will be permitted with Village Board approval. Stakes, poles or any other items may not be driven into the ground without approval of the Village of Cobleskill Department of Public Works due to infrastructure that may exist in the area.
17. The Village of Cobleskill Board of Trustees has the authority to consider requests for an exemption to this policy. Request for exemption will be evaluated by the Board of Trustees to determine if the request is reasonable in the light of the purpose and the specific facility.
18. The Village of Cobleskill shall not be held responsible for any cost incurred by the applicant should an approved event be cancelled due to hazardous conditions or weather.

Procedures

1. Use of Facility Application shall be completed and submitted to the Village Clerk for the request of all facilities. The Village Clerk may request additional information from the applicant. Certificate of Insurance naming the Village of Cobleskill as an additionally insured or Hold Harmless Agreement(s) and rental fee must be fulfilled prior the facility being reserved.
2. Village Clerk will oversee the rental of Teen Town Building, located at Golding Park. Board approval shall not be required for 1-day rentals.
3. Request for facilities other the Teen Town and the Pool will placed on the agenda for the next regular board meeting. Applicants are encouraged to attend the Board of Trustees meeting to present the request to the board and answer questions that arise. The Village Board of Trustees will make a motion to approve or deny the use of the facility.
4. The Village of Cobleskill reserves the right to refuse to reserve facilities.
5. A copy of Use of Facilities Policy shall be given to each group, organization or individual receiving permission to use a village-owned facility.

Adopted by Board of Trustees on November 19, 2024

Village – Policies – Facilities Use Policy 11/19/24