

Greater Massena Chamber of Commerce Building Use Permit Application

Application Date: _____

Organization or Individual: _____

Address: _____ Phone: _____

_____ Email: _____

Event/Reason for Use: _____

Date(s) Needed: _____

Time of Event: Start _____ End: _____ Planned Attendance: _____

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Hold Harmless Agreement: The person signed above, on behalf of the Organization, does hereby covenant and agree to defend, indemnify and hold harmless the Greater Massena Chamber of Commerce and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connections with the actual or proposed use of Greater Massena Chamber of Commerce's property, facilities and/or services.

The Greater Massena Chamber of Commerce assumes no liability for loss, theft, damage, injury or illness incurred by the users of the building.

Must provide Certificate of Insurance naming Greater Massena Chamber of Commerce as additional insured.

Building Use will included access to 'Event' portion of the Greater Massena Chamber of Commerce Building, usage of folding chairs, folding tables and access to bathrooms.

Access to Greater Massena Chamber of Commerce Office, basement and kitchen is not available.

All equipment and decorations must be removed, and trash must be bagged and removed from the facility.

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Included in the Use of the Building: The Greater Massena Chamber of Commerce will provide restroom supplies and trash bags. A vacuum, mop, and bucket will also be available for cleaning purposes. These items must remain in the building. Any other items needed for an event will need to be supplied by the responsible person.

Arrangements to obtain the key to the event side of the building must be made with the chamber staff prior to the event.

Not To Be Used: Any items that could damage or potentially damage any surface in the building cannot be used at any time during the course of an event. This includes tacks, staples, nails, etc. If tape is needed, please ask the Greater Massena Chamber of Commerce staff for the approved type of tape that will not damage or remove any surface area in the building.

Not Permitted: Drugs or any kind of illegal activity will NOT be permitted in or around the Greater Massena Chamber of Commerce. No smoking is allowed inside the building.

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No group or individual(s) shall be discriminated against with respect to use of the Greater Massena Chamber of Commerce building because of race, color, religion, sex, national origin, physical condition, or age.

Building usage is on a first come first serve basis and the Greater Massena Chamber of Commerce.

Event Pricing:

_____ Member Pricing: \$25 plus \$50 refundable damage deposit

_____ Business & Premium Member Pricing: \$50 refundable damage deposit

_____ Non-Member Pricing: \$75 plus \$50 refundable damage deposit

For regular/weekly/monthly use please inquire with the Executive Director.

_____ Other price decided with Director. E. Director Signature _____

Upon completion of the final check out, the deposit check will be returned to the responsible person if there are no damages to the building. Repair and/or replacement costs for damaged/missing property will be billed to your group if it is above the amount of the deposit.

Signature: _____ Date: _____