

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120 * Fax: (585) 394-9476

townofcanandaigua.org

Established 1791

Town Hall Conference Room Use Agreement Form

Community organizations may reserve one or more of the Town's conference rooms for meetings, presentations, etc. All rooms have wi-fi, large screens and a computer.

A copy of your organization's Certificate of Liability Insurance certificate must be provided to the Town Clerk's office prior to reserving the room. Copies may be hand-delivered or emailed to jchrisman@townofcanandaigua.org (be sure to include your reservation information in your email).

Please call 585-394-1120 to check availability of the conference rooms before you pick a date. Generally, the rooms are only available during normal Town Hall business hours (M-F 8-4) when not in use by Town committees, boards, or staff.

Contact Information

Name of Organization: _____

Contact Person Name: _____

Contact Person Phone: _____

Contact Person Email: _____

Reservation Details

Date of use: _____ Number of people expected: _____

Time: *from* _____ am/pm *to* _____ am/pm

Will this be a recurring reservation? Yes___ No___

Please circle the conference room you would like to reserve (all rooms are equipped with tables and chairs; approximate room capacity indicated below):

Lower Level of Town Hall: Oriana (10-16) Onnalinda (up to 50) Joseph Wood (6-8)

Upper Level of Town Hall: Ogarita (4-8) Town Board (6-8)

Highway Building: Genundewah (10-16)

Do you require any of the following (please circle all that apply):

Projector / screen computer / screen white board / markers microphone / speaker

Indemnification

Please read and sign below the following hold-harmless agreement:

The Town of Canandaigua agrees to allow the above-named organization and its member(s) to utilize the identified conference room located on the Town of Canandaigua Town Campus on the specified date(s). To the extent permitted by law, the undersigned (representative of the above-named organization) covenants to save, defend, keep harmless and indemnify (entity name) and all of its elected or appointed officials, consultants, agents, authorized volunteers and employees from and against any and all claims, loss, damage, injury, cost (including court costs and attorney's fees), charges, liability or exposure, however caused, resulting from or arising out of or in any way connected with the use of the Town of Canandaigua's premises.

I agree that I am a legal representative of the above-named organization and have read and agree to the hold-harmless statement for the use of the Town of Canandaigua's conference room.

Printed Name: _____

Signature: _____ Date: _____

Approval Check-List and Signature

Insurance Certificate received. Date received: _____

Room reserved on conference room calendar

Contact person notified of approved reservation

Printed Name: _____

Signature: _____ Date: _____