APPLICATION # INT-_____

INTERPRETIVE NATURE CENTER USE APPLICATION FORM

GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020
Phone (585) 344-8508 – Administration/Reservations
Phone (585) 344-1122 – Park Supervisor
Fax (585) 343-9303
Website: www.co.genesee.ny.us

Timothy Hens
Highway Superintendent
Paul Osborn
Parks Supervisor

TODAY'S DATE:_____ DATE(s) REQUESTED:_____ TIME_____ to _____

ROOM LOCATION REQUESTED/FEE $: ☐ **BASEMENT ($100.00)(Includes Activity Room, Kitchenette, Classroom)**
☐ **CONFERENCE ROOM ($25.00)** ☐ **ENTIRE BLDG ($150.00)**

****ACCEPTABLE USES** - MEETINGS, TRAINING PROGRAMS, EDUCATIONAL PROGRAMS, CONFERENCES, SEMINARS, SPECIAL EVENTS**

INFORMATION ABOUT YOUR GROUP **MAKE CHECKS PAYABLE TO: *GENESEE COUNTY TREASURER***

NAME OF APPLICANT ORGANIZATION OR INDIVIDUAL:_____

TYPE OF GROUP (Non-Profit, Business, Club, etc…):_____

MAILING ADDRESS: _____

CITY, STATE_____ ZIP_____

TELEPHONE # (DAY)_____ (NIGHT)_____ (FAX)_____

NAME OF EVENT MANAGER (Person in Charge):_____

INFORMATION ABOUT YOUR INTENDED USE OF INTERPRETIVE CENTER

EVENT NAME: _____

PURPOSE & DESCRIPTION OF EVENT/USE: _____

EXPECTED SIZE OF AUDIENCE: _____ RESIDENTS (#): _____NON-RESIDENTS (#): _____

HISTORY OF EVENT/USE (If any):_____

PROPOSED ACTIVITIES (Including food & beverage service) WHO? _____

_____

LEVEL OF ASSISSTANCE REQUESTED:_____
(Tables, chairs, projector, screen, trash receptacles)

CERTIFICATE OF INSURANCE REQUIRED FOR ORGANIZATION: ☐ YES ☐ NO

USE AUTHORIZED BY: _____ DATE_____

NO REFUNDS. PERMIT MUST BE PRESENTED TO PARKS SUPERVISOR OR STAFF ON REQUEST
PLEASE OBSERVE ALL DEPARTMENT RULES AND REGULATIONS – SEE BOOKLET
ANY VIOLATION OF DEPARTMENT RULES AND REGULATIONS MAY RESULT IN CANCELLATION/TERMINATION OF EVENT/USE

REMEMBER THIS IS A CARRY-IN CARRY-OUT PARK SYSTEM

HOLD HARMLESS AGREEMENT

The undersigned is over 21 years of age and has read the form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold harmless Genesee County from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out or in connection with the actual or proposed use of Genesee County's property, facilities and/or services by _____.

_____	_____	_____
Name of Organization	Date	Signature of Organization's Representative
_____	_____	
Address	Telephone Number	04/03/07

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:
GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020
ATTENTION: PARKS SUPERVISOR

GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020

FACILITY USE REQUIREMENTS

The use of all recreational and parks facilities shall be subject to the approval and rules of the Genesee County Park Law administered by the Genesee County Supervisor of Parks and Recreation or his/her designee.

1. Organizations and Individuals wishing to use Genesee County facilities shall first apply to the Supervisor of Parks and Recreation on the prescribed form. The Supervisor of Parks and Recreation or his/her designee has final authority on approval.
2. In the event of inclement weather, the Supervisor of Parks and Recreation or his designee has the final authority on whether facilities are usable.
3. **Intoxicants shall not be brought onto municipal facilities at any time.**
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is payable before use begins.
11. An emergency telephone is located in the Kitchenette. The emergency telephone number for police and Fire is: 911. The appropriate authority must be contacted in the event of an emergency.
12. When required, users must provide the following insurance prior to using facilities.
FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT.

Commercial Users:

A. The user hereby agrees to effectuate the naming of Genesee County as an unrestricted additional insured on the user's policy.

B. The policy naming Genesee County as an additional insured shall:
   1. Be an insurance policy from an A.M. Best rated "secured" NYS licensed insurer;
   2. Contain a 30-day notice of cancellation;
   3. State that the organization's coverage shall be primary coverage for the Genesee County Legislature, Parks Advisory Committee, employees and volunteers; and
   4. Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
   5. The Certificate Holder shall be identified as the Genesee County Legislature, c/o Department of Parks, Recreation, and Forestry, 153 Cedar Street, Batavia, NY 14020.

C. The user agrees to indemnify Genesee County for any applicable deductibles.

D. Enclosed a copy of the endorsement providing additional insured status.

E. Required Insurance:
   - **Commercial General Liability Insurance**
     $1,000,000 per occurrence/$2,000,000 aggregate

F. User acknowledges that failure to obtain such insurance on behalf of Genesee County constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to Genesee County. The user is to provide Genesee County with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights help by the municipality.

Individuals:

Required Insurance:
- **Homeowners Insurance**
  Section Two- Liability: $100,000 limit of liability. Policy shall not exclude the off-premises activities of the Insured.

GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020
Park Supervisor – (585) 344-8508

Genesee County Interpretive Nature Center General Information

Interpretive Nature Center Highlights – The Interpretive Nature Center is located within the beautiful scenery of the Genesee County Park and Forest. This post and beam structure sets on the western part of the park overlooking a meadow and a 4-acre wetland. Visitors often view deer, rabbits, turkeys, and other wildlife from the elevated rear porch. The building is home to the Park's environmental education programs as well as many other public functions. Along with the meeting spaces the building includes public restrooms, interactive environmental displays, a lab room with kitchenette, and a small display room. The building is completely handicap accessible and child friendly. Adjacent to the Center is an outdoor composting display and an area for people to enjoy the outdoors on picnic tables.

The Interpretive Nature Center allows business meetings, training sessions, environmental programs, conferences, seminars, and special events. It is not open to weddings or receptions. Caterers are allowed but must have health department approval. All Park "Rules and Regulations" and "Facility Use Requirements" must be followed at all times. Courtesy must be given to all users. The Interpretive Nature Center is open to the general public on weekends from 12-4pm and Wednesdays 3-7pm from Memorial Day to Labor Day. Hours are subject to change as needed.

Interpretive Nature Center Rental Fees

The entire building can be rented for $150.00 depending upon scheduled activities. On weekends the building is open to the general public from 12:00 – 4:00pm and Wednesdays 3:00 -7:00 pm from Memorial Day to Labor Day. Hours are subject to change as needed.

Location	Amenities Available	Size	# People	$	Dates Available
Conference Room	Carpeted, projection screen, chalkboard, seating for 15 at table, perimeter seating for 5	276 Sq ft	15-20	$25.00	Jan1 – Dec 31
Activity Room	Folding tables and chairs for 40people, vinyl floor, perimeter seating for 15, portable chalkboard and projection screen. Classroom style seating for 50.	1100 Sq ft	40-50	$100.00	Jan1 – Dec 31
Classroom	Concrete floor, projection screen, chalkboard, classroom style seating for 25	540 Sq ft	25-30		

Equipment Available for Use during Rental

Equipment Available for use: 2 – Slide Projectors with carousels
1 – Zenith TV and VCR