

## **Switzkill Farm Lodge Usage Policy**

*The use of the Switzkill Farm Lodge and its facilities are subject to the approval and rules of the Town Board administrated by Berne's Town Clerk.*

1. All users, whether individual or organization, must first apply for a Permit to the Berne Town Clerk by completing the required registration form and submitting it to the Berne Town Clerk. A Permit will be issued once authorization for use is granted.
2. Use of the Lodge is allocated on a first come, first serve basis, must be approved by the Town Clerk and a Permit is required for any Lodge usage.
3. The usage fee (see the fee schedule) must be paid at the time of registration and is non-refundable, unless in the discretion of the Town of Berne it is warranted to return the usage fee.
4. The Permittee is responsible for any damage to the Lodge or its contents.
5. Any damage to the facilities or its contents shall be reported to the Town Clerk for prompt repair at the Permittee's expense.
6. Anyone under 18 years of age must have adequate adult supervision at all times when attending any meeting or event, or many other gathering at the Lodge.
7. All lights must be turned off, and doors and windows closed and locked when the Lodge use ends and maintenance personnel are not available.
8. Alcohol is allowed only when a Certificate of Insurance naming the Town of Berne and its departments, officers, agents, and employees as unrestricted additional insured is submitted with the Permit application. The Permittee agrees to indemnify the Town of Berne for any applicable deductibles.
9. Disorderly acts or illegal activities of any kind are forbidden.
10. It is the responsibility of the Permittee to insure the Lodge is properly returned to the same condition it was in prior to the usage and all furnishing, dishes, and utensils returned to their original location.
11. Use of the Lodge may be cancelled due to extreme, inclement weather.
12. All garbage must be properly disposed of in trash bins, and covered tightly with a lid.
13. In the event of any type of accident/incident, the Permittee must notify the Town Clerk no later than the next business day.
14. Permits for use may be revoked at any time.
15. All posted rules must be strictly adhered to.

16. No pets are allowed in the Lodge with the exception of Service dogs.

17. The Town of Berne and its departments, officers, agents, and employees holds the discretion to require a Certificate of Insurance naming the Town of Berne as an unrestricted additional insured for any Lodge usage.

**Agreement**

The Permittee hereby assumes all risk for damage and defacement of Town property, and agrees to indemnify the Town for damage resulting in bodily injury to any and all persons arising out of the use of the premises for the use for which the permit is granted and agrees to indemnify and hold harmless the Town of Berne, and its departments, officers, agents and employees from any and all claims, suites, losses, damages, or injuries to persons or property where arising directly or indirectly of out the use of the property for with the permit is granted.

The Town of Berne is not responsible for any insurance premium payments or deductible payments for any required insurance policies.

I hereby agree to abide by the terms and conditions as provided in the Switzkill Farm Lodge Usage Policy. I understand that any violation of the aforesaid terms and conditions may result in the revocation of my permit and use of the property.

\_\_\_\_\_  
Permittee

\_\_\_\_\_  
Date