Request For Fowler Building Usage

(Limited to use by Non-Profit, Civic Organizations Only)

** = Required Fields*

Veterans Ceremony and Parade Commission
45 New Haven Avenue
Milford, Connecticut 06460
Phone: (203) 878-1007

Request Date: *

Contact Information:

Organization Making Request: *

Contact Name: *

Address:

City, State/Province:

Zip/Postal Code:

Phone(s): *

EMail(s):

Print Form

Reset Form

You can save the form and then attach it to your particular Email application; or print and mail the form to the address above.

Request Details: *

○ This request is for a **permanent usage** of the building. ○ This request is for a **one-time special event**.

From: To:

○ Do you require use of the **Lower Floor Only with Kitchen Facilities**?

○ Do you require use of the **Main Floor Only**?

○ Do you require use of **Both the Main Floor and the Lower Floors Only with Kitchen Facilities**?

Estimate the **number of people** who will be in the building during the event:

Additional comments about the event and/or how the building will be used:

Person Responsible for Clean Up and Security of the Building:

Contact Name: *

Address:

City, State/Province:

Zip/Postal Code:

Phone(s): *

EMail(s):

Instructions:

This request must be received at least 15 days in advance of use. Approval will be by phone and/or email. Keys must be picked up in the Veteran's Service Office weekdays 8:30am to 5:00pm and must be returned on the first weekday following use to the same office. Return request and proof of insurance and signed Indemnity Agreement (see below) to the Veteran's Service Office, or mail to:

Veterans Ceremony and Parade Commission
Fowler Memorial Building
ATTN: Commission Chairman
45 New Haven Avenue
Milford, Connecticut 06460

For additional information, call (203) 878-1007 during weekday business hours.

Rules and regulations governing the use of the Fowler Memorial Building are attached. The Applicant hereby acknowledges that it has read and will adhere to all applicable rules and regulations. Additional rules and regulations may apply. Please consult the appropriate City Department(s). Any violation(s) of these rules and regulations shall be cause to revoke this and/all other permits of the Applicant. The Veterans Ceremony and Parade Commission (VCPC) or the City reserves the right to deny an application for any reason, including but not limited to inadequate insurance coverage as determined by the VCPC or City in its sole discretion.

The aforesaid Applicant agrees to provide a Certificate of Insurance and Indemnification Agreement in the form below / attached.

_____

(Signature of Applicant) (Title) (Organization)

_____

(Date) (Non-Profit 501c3 Number)

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INDEMNITY AGREEMENT

INDEMNITOR:_____

(Name of Applicant / Organization / Event Holder)

EVENT:_____

DATE(S) OF EVENT:_____

In consideration for permission to hold the above-described event within the territorial limits of the City of Milford on the aforesaid date(s) the above-named **INDEMNITOR** does hereby indemnify and hold harmless the **CITY OF MILFORD** for any and all claims for damages or injury to persons or property to the extent of the **INDEMNITOR'S** insurance coverage as required by the City of Milford which may arise out of the **INDEMNITOR'S** use of the public places, which are accepted in an "as is" condition. Indemnification shall include the duty to expend reasonable attorney's fees for the defense of any such claim. Except as to general premises liability, it is understood and agreed that indemnification does not extend to claims for injuries or damages which are alleged to be caused by the negligence or other misconduct of City officials or employees on the day(s) of the above-described event, and does not extend to any location not under the control of the **INDEMNITOR** and does not extend to circumstances which are completely unrelated to the activities of the **INDEMNITOR**. The **INDEMNITOR** shall provide the City of Milford with a Certificate of Insurance in the amount and form acceptable to the City.

This Agreement shall supersede any and all indemnity or hold harmless agreements previously executed for the above-named **INDEMNITOR** to be held on the aforesaid date(s), and has been approved by the Milford City Attorney's Office as sufficient to constitute the sole indemnity agreement for the above-described event between the **CITY OF MILFORD** and the above-named **INDEMNITOR.**

Dated this _____ day of_____, 20_____.

In the Presence of:

_____

_____

INDEMNITOR:_____

(Name of Applicant / Organization / Event Holder)

By:_____

_____

(Printed Name of Person Signing)

Its_____, duly authorized

(Title)

_____**, 20**

STATE OF CONNECTICUT)
) ss.
COUNTY OF NEW HAVEN)

Personally appeared_____ signer

(Name of Applicant / Organization / Event Holder)

and sealer of the foregoing instrument, by _____its duly

(Name of Person Signing)

authorized and who acknowledged same to be _____ free act and deed, before me.

(His/Her)

_____

NOTARY PUBLIC

My Commission Expires:

City of Milford, Connecticut

Founded 1639

MILFORD FOWLER MEMORIAL BUILDING

Fee: No Charge

The Fowler Building is offered free of charge to Milford Veterans organizations and, if not in use, to community organizations and city event organizers. Groups must leave the building in the same condition that they found it. Please note the Fowler Building has two floors and the event contact must specify which floor will be used, facilities needed, etc.

Be sure to read all the rules carefully since they can significantly affect whether your use of the Fowler Building will be successful. If you have any questions, please contact the Veterans Ceremony and Parade Commission's (VCPC) Chairman Thomas C. Flowers at (203) 878-1007 during weekday business hours.

The Application for Use of the Fowler Memorial Building must be filled out completely and returned at least three (3) days prior to the day of your use. Your use of the building will not be approved or confirmed if this is not done.

1. Eligibility: The Fowler Memorial Building is available for use primarily by Veteran's organizations. If not in conflict with a Veterans event, educational and cultural organizations whose events should be available to the public may be granted use of the building by the VCPC committee. Activities must not have the potential of damage to the Fowler Building in any way and must be passive in nature. Dancing, exercise programs, karate demonstrations or other physical activities are not permitted. Organizations should be prepared to submit documentation as to their status, membership, function, etc.

2. Veterans sponsored programs will have precedence over other requests. City affiliated organizations take second precedence; cultural and information organizations third.

3. Juvenile organizations may use the Fowler Memorial Building only under the supervision of an adult who is at least 18 years of age.

4. Limitations on Use: Usage will be granted for a limited time. Continued usage pass the specified agreement shall require another request. Requests must be made in advance.

5. Availability: The building is available daily between the hours of 10 a.m. and 10 p.m. There is no access before 10 a.m. or after 10 p.m., unless specifically requested and approved.

6. No additional equipment is available other than the building and facilities currently on-site. Any group or organization that wishes to bring in their own equipment may do so with the advance notice and permission of the VCPC

7. Organizations assume the responsibility for damages to the Fowler Building and its contents. The VCPC is not responsible for the equipment, supplies and materials of an organization or individual using the building. Organizations must remove their materials at the end of their program. Materials cannot be stored overnight at the Fowler Building.

8. Commercial entities conducting commercial transactions (selling), charging fees and soliciting (including asking attendees personal information or to sign attendance lists) are prohibited.

9. Fire Department regulations establish a maximum capacity of ninety five (95) persons in the main hall and ninety five (95) persons in the downstairs hall. Smoking and the use of illegal drugs are expressly prohibited and will lead to the immediate revocation of this application and ejection of any group using the facility. The consumption of alcoholic beverages is only allowed by permit. Permitted use of alcohol may require Special Duty Officers to be assigned at the applicant's expense. Please contact the police department.

10. Parking: Parking is limited. Vehicles parked in restricted areas may receive parking tickets from the Milford Police.

11. The VCPC reserves the right to deny or revoke permission to any group who violates the Fowler Building rules. The VCPC also reserves the right to make any decision it feels to be in the best interest of the facility, the VCPC and / or the City of Milford.