

**WPBS-TV**  
**1056 ARSENAL STREET**  
**WATERTOWN, NEW YORK 13601**  
**Wpbstv.org \* 315-782-3142 (t) \* 315-782-2491 (f)**

**JAMES W. WRIGHT COMMUNITY ROOM**  
**FACILITY USAGE REQUEST**

Granting the permission to use the community room does not in any way constitute an endorsement of an individual's or group's particular beliefs or purposes by WPBS-TV, its Board of Directors, Staff or any affiliate(s) of the organization. This form must be completed in its entirety and returned to the Administrative Assistant as soon as possible in order to grant this request.

**APPLICANT INFORMATION:**

Date of Application: \_\_\_\_\_

Organization: \_\_\_\_\_

Type of Organization (Corporation, partnership, public/private school, government, etc)

\_\_\_\_\_

Individual/Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Are you a member of WPBS-TV? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, by what name? \_\_\_\_\_

**EVENT INFORMATION:**

Day & Date Requested: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_ (Max Capacity 35)

Time Frame of Usage (including set-up/teardown): From: \_\_\_\_\_ To: \_\_\_\_\_

Are you charging fees for any aspect of your activity: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**FOOD:**

Do you intend to serve food/beverage? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, Please Describe: \_\_\_\_\_

\_\_\_\_\_

Do you intend to prepare any food on premises? Yes: \_\_\_\_\_ No: \_\_\_\_\_

\*Name of Food Provider/Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*Caterer will be required to provide copy of License to Cater and/or food handler certificate.**

Thank you for your interest in WPBS-TV. As you may know, there is no facility fee for the use of this space. However, we do ask that applicants agree to the following for facility use of the **James W. Wright Community Room**:

1. Use of narcotics, tobacco products, or alcoholic beverages are not permitted on station property. WPBS-TV supports a drug-free environment.
2. No food or beverages unless approved in advance on the application above.
3. Gambling is not permitted on station property. Games which are predominately social and sponsored by non-profit organizations are permitted.
4. Children accompanying adults must be supervised at all times.
5. Activities are generally limited to the **James W. Wright Community Room**. Roaming the building after hours is discouraged unless arrangements for tours or other activities are arranged in advance.
6. Applicant is responsible for complete clean up and disposal of trash. A disposal fee of \$25.00 may be applied, if necessary.
7. All food and drink, if approved, must be confined to the **James W. Wright Community Room**.
8. Certificates of General Liability Insurance may be required for functions held at the Community Room. Host group or individual will be notified upon submission of a completed facility use application form if certificate of insurance is necessary.
9. WPBS-TV reserves the right to decline use of the facility, rescind an application agreement or require a cash deposit, if necessary.
10. The Applicant agrees to assume and be responsible for any expenses incurred for damages to the premises or Community Center's property resulting from Applicant's use.
11. WPBS-TV does not accept responsibility for loss or theft of articles belonging to applicant or any member of his party; injury or accident to any said person on the grounds of or in the facility; and, is absolved by applicant of all liability, which may result thereof.
12. Taping, mounting or displaying items on any painted surface wall is not allowed.
13. Any items/supplies brought into the facility or placed on the Station's property must be removed following the event. Items remaining after 24 hours may be considered as abandoned property.

***In requesting the use of the James W. Wright Community Room, I hereby acknowledge that I have read and understand the above terms and conditions, that the information provided is true and accurate and that I accept full and complete responsibility for the conduct and safety of the group and any/all damages that may result as a consequence of the facility usage.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

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For SETCO use only:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Charges \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature

**ST. LAWRENCE VALLEY EDUCATIONAL TELEVISION COUNCIL, INC.  
(SETCO)**

**FACILITY USE AGREEMENT**

**1056 ARSENAL STREET**

**WATERTOWN, NEW YORK 13601**

**Wpbstv.org \* 315-782-3142 (t) \* 315-782-2491 (f)**

1. This Agreement grants a personal license only, and does not create a tenancy. It may not be assigned to or used by any other organization or person. It may be revoked or canceled by SETCO without liability at any time for any reason.
2. The room, facilities and equipment will be left in the same condition or better following the event. Licensee is responsible for all damage, repairs and replacements to SETCO.
3. Licensee agrees not to violate any applicable laws, regulations or ordinances, and will pay any and all fines, penalties, taxes and increased insurance premiums if any in any way arising out of such use. Licensee acknowledges that it is aware of the maximum lawful room capacities and will abide thereby. Licensee will not interfere with any other uses or activities of SETCO. Licensee represents that it is licensed and legally authorized to conduct the event contemplated hereunder.
4. There will be no smoking in any part of the SETCO building and no use of any illegal drugs or alcoholic beverages on SETCO property or in the parking lot at any time. No SETCO property will be used for any political purposes. No device which produces flames, sparks, smoke or explosives may be used in or about the SETCO building.
5. Licensee agrees to conduct its activities and to supervise and control its participants in all ways consistent with the primary use of the said facilities as a Public Television Station and to prevent any use or conduct which would interfere in any respect with the not for profit use of the SETCO property.
6. Licensee agrees to defend, indemnify and hold harmless SETCO, its officers, members, staff, agents and volunteers from all claims, losses, costs, obligations and liabilities for injury to any persons or for damages to or loss of property of any kind in any way arising out the Licensee's use hereunder, whether or not arising from any negligence, fault, or legal liability of SETCO or its officers, members, staff, agents or volunteers.
7. Licensee, as a condition of its use, will deliver to SETCO at least seven days prior to its use hereunder a **CERTIFICATE OF INSURANCE** or **ENDORSEMENT** showing SETCO as additional insured in Licensee's insurance contract giving evidence that Licensee will be covered during the event or duration of Licensee's use by a policy

or policies of insurance providing at least: Comprehensive General Liability, minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage, including Blanket Contractual Products Liability if food is to be served at event and Worker's Compensation coverage (if applicable); and if Licensee is a corporation, written evidence of Licensee's status under I.R.C. 501 © 3; and such other items as may be reasonable requested by SETCO hereunder.

8. Other:

SETCO REPRESENTATIVE \_\_\_\_\_ Date: \_\_\_\_\_

LICENSEE: \_\_\_\_\_ Date: \_\_\_\_\_