

**BOARD OF TRUSTEES
VILLAGE OF WARWICK
FEBRUARY 4, 2019
AGENDA**

**Call to Order
Pledge of Allegiance
Roll Call**

1. Introduction by Mayor Newhard.
2. Authorization to pay all approved and audited bills in the amount of \$ _____.

Announcement

1. Notice of Completion of Assessment Roll.

Discussion

1. Possible Work Session Dates

Privilege of the Floor

(Please limit your comments to **five (5)** minutes. Please note all remarks must be addressed to the Board as a body and not to individual Board members. Please state your name clearly before Speaking). These rules are taken from the Handbook for Village Officials – New York State Conference of Mayors and Municipal Officials.

Motions:

Trustee Cheney's Motions:

1. **MOTION** to advertise and receive bids for the purchase and installation of safety surfacing at Stanley Deming Park.
2. **MOTION** to authorize the Mayor to sign a letter of intent for the Village of Warwick to join Energize NY in Orange County's pilot HeatSmart-CoolSmart (HeatSmart Warwick) campaign to promote clean heating and cooling systems (geothermal technology and cold-climate air source heat pumps) and energy efficiency to homeowners.
3. **MOTION** to appoint Geoffrey Howard as Community Liaison to HeatSmart Warwick.
4. **MOTION** to grant permission to Building Inspector, Boris Rudzinski, to attend the TriCounty NYSBOC training Wednesday, February 27, 2019 at Monticello Fire House at a cost of \$60.00; session will be 9 a.m. to 5 p.m.

5. **MOTION** to grant permission to DPW Supervisor, Michael Moser, to attend the TriCounty NYSBOC training Wednesday, February 27, 2019 at Monticello Fire House at a cost of \$60.00; session will be from 9 a.m. to 5 p.m.

**6. Resolution Accepting 2018-19 County of Orange
Arts, Heritage and Tourism Grant**

WHEREAS, the Village of Warwick wishes to enhance the annual Summer Concert Series through a project called “An Afternoon With...”, a concert and conversation series bringing the area’s foremost musicians to the Village of Warwick from the Hudson Valley, showcasing the talent that resides locally and;

WHEREAS, in connection with that project, the Village applied for funding through the Orange County Executive Arts, Heritage & Tourism Grants Program which provides funds to arts, cultural and historical organizations, municipalities, arts venues and individual artists to support projects and events which take place in Orange County, are available to the public, and promote tourism related economic development; and

WHEREAS, the Village has been awarded a 2018-19 County of Orange Arts, Heritage and Tourism grant in an amount not to exceed \$2,500; and

WHEREAS, in order to proceed, the grant must be accepted by February 22, 2019;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board hereby accepts the 2018-19 County of Orange Arts, Heritage and Tourism grant; and
2. That the Village Board authorizes the Village Mayor to execute and submit the County of Orange Arts, Heritage and Tourism Grants Agreement, a copy of which is attached hereto; and
3. That the Village Board authorizes the Village Mayor to execute any and all related documents necessary to meet the conditions of accepting the grant.

_____ presented the foregoing resolution which was
seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

William Lindberg, Trustee, voting _____

Michael Newhard, Mayor, voting _____

Eileen Patterson, Trustee, voting _____

George McManus, Trustee, voting _____

Trustee Lindberg's Motions:

7. **MOTION** to grant permission to the Union AME Church Missionary Society to use Railroad Green on Saturday, June 1, 2019 from 9 a.m. to 2 p.m. with a rain date of Saturday, June 8, 2019 for a Community Health Fair, Screening Mobiles, Physical Therapists, Chiropractors, Nutritionists, and Resource Table. Completed park permit, security deposit and proof of proper insurance have been received.
8. **MOTION** to close Railroad Avenue on Saturday, June 1, 2019 from 6 a.m. to 3 p.m. for the benefit of the Union AME Church Community Health Fair.
9. **MOTION** to approve the budget modifications as per the Village Treasurer's letter dated February 4, 2019.
10. **MOTION** to grant permission to the Warwick Fire Department to use Memorial Park for a Family Picnic on July 27, 2019 from 10 a.m. to 7 p.m. including the use of alcohol within the park. They are also requesting to have a bouncy waterslide which is covered under the Fire Department's General Liability Policy. The Fire District must abide by the recommendations and guidelines provided by the VFIS Underwriter pertaining to amusement rides. Completed park permit and proof of proper insurance, including Host Liquor Liability have been received. Security deposit has been waived.

Trustee Patterson's Motions:

11. **MOTION** to grant permission to Wickham Works, Inc. to use Stanley Deming Park from 1 p.m. Friday, May 3, 2019 through 1 p.m. Monday, May 6, 2019 for Too Good to Toss and Treecycle events as per their letter dated January 28, 2019. Completed park permit, security deposit and proof of proper insurance have been received.

- 12. MOTION** for the Village of Warwick to contribute \$1,693.50 which is one half of the total cost to rent three tents, tables and chairs from Warwick Party Rental for the benefit of Too Good to Toss event.

Trustee McManus' Motions:

- 13. MOTION** to authorize the Mayor to execute the 2019 DOT and NON-DOT Service Agreements with Partners in Safety to administer random drug and alcohol testing for Village employees at a cost of \$41.50 per employee.

DPW Supervisor's Report

**Final Comments from the Board
Executive Session, if applicable
Adjournment**

77 Main Street
Post Office Box 369
Warwick, New York 10990
www.villageofwarwick.org



(845) 986-2031
FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

VILLAGE OF WARWICK
INCORPORATED 1867

**NOTICE OF COMPLETION OF ASSESSMENT ROLL
TAX LAW SEC. 36
HEARING OF COMPLAINTS**

NOTICE IS HEREBY GIVEN that the Assessor of the Village of Warwick has completed the Assessment Roll for the current year and that said Assessment Roll was timely filed as of January 30, 2019 and that a copy thereof has been left with the undersigned Village Clerk, Raina Abramson, where it may be seen and examined by any person interested therein from January 30, 2019 through February 19, 2019 and on such day at 4:00 p.m. to 8:00 p.m. the Board of Assessment Review will meet at the Village Hall, 77 Main Street, in said Village to hear and examine all complaints in relation to such Assessments, on the application of any person conceiving himself to be aggrieved thereby.

**RAINA ABRAMSON
VILLAGE CLERK
VILLAGE OF WARWICK, NY**

Dated: January 30, 2019

Village of Warwick Employee Handbook

Possible Work Session Dates

Mayor Newhard, Village Board of Trustees and Village Attorney, Stephen Gaba

- Wednesday, February 13, 2019:
 - 9:00 a.m. – 12:00 p.m.

- Thursday, February 14, 2019:
 - 9:00 a.m. – 10:30 a.m.

- Friday, February 15, 2019:
 - 9:00 a.m. – 12:00 p.m.

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VILLAGE OF WARWICK
INCORPORATED 1867

January 31, 2019

Energy Improvements Corporation
Ms. Lauren Brois
Ms. Carolyn Cassata
2051 Baldwin Road
Yorktown Heights, NY 10598

Dear Lauren and Carolyn:

The Village of Warwick is excited to be part of the HeatSmart-CoolSmart Orange (HeatSmart Warwick) Program. The Village, as well as its sister Villages of Greenwood Lake and Florida, along with the Town of Warwick and Sustainable Warwick consider this a wonderful opportunity to educate its residents and to support alternative energy options.

We will be using various ways to communicate to the public including the Village website, social media, cable television and press releases as well as flyers and possible banners.

Warwick has partnered with the grass roots organization Sustainable Warwick on many key issues and energy conservation practices. This relationship has created a level of public awareness, supported by municipal backing. We believe we have a ready audience of residents who would be interested in participating in this program.

We have asked Village resident, Geoffrey Howard, who is also a member of Sustainable Warwick to act as the Village liaison and community contact. Geoffrey has had a great deal of community advocacy experience especially through the recent town wide visioning that took place in 2017.

We are pleased to join with the two other Villages, Town of Warwick, and Sustainable Warwick for this important program that will introduce the possibilities of geothermal to its residents.

Thank you and looking forward to working with you.

Very truly yours,

Michael J. Newhard
Mayor

Energize NY
Potential Warwick HeatSmart-CoolSmart Campaign
Launch target - January 2019

Energize NY invites the Town of Warwick to partner with Energize NY for Orange County's pilot HeatSmart-CoolSmart campaign to promote clean heating and cooling systems (geothermal technology and cold-climate air source heat pumps) and energy efficiency to homeowners.

Key Information for Submitting Request for Information	
Working Session Option	Energize NY will come in person to facilitate the process. We welcome the opportunity to get to know your community. Contact Lauren Brois at Laurenb@Energizeny.org or 914-302-7300 ext. 8102, or Carolyn Cassata at Carolync@Energizeny.org or 914-302-7300 ext. 8107.
Submission Instructions	Email application to Lauren Brois at Laurenb@Energizeny.org with subject line written as: " <i>HeatSmart-CoolSmart Orange [NAME OF COMMUNITY] RFI.</i> " The application should be sent as two attachments as follows: 1) "ATT A [NAME OF COMMUNITY]" should contain Attachment A, the letter from the chief elected official (if for a consortium, these documents for the consortium communities should all be scanned together). 2) "ATT B [NAME OF COMMUNITY]" containing Attachment B (a single form even if for a consortium).
Questions And Comments	Questions should be directed to Lauren Brois at Laurenb@Energizeny.org or 914-302-7300 ext. 8102. We welcome the opportunity to answer questions and assist with your submission.

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Program Summary

The Energize NY Residential Program, engaging communities with the Home Performance with Energy Star Program and operating the Energize NY Comfort Corps Contractor list has assembled a team of clean energy experts and implementation partners for the proposed HeatSmart-CoolSmart Orange Program. Energize NY-Residential has contributed to the high uptake of Home Performance projects in Westchester County, with over 1,300 projects completed since Energize inception in 2011. Through the HeatSmart-CoolSmart Orange Program, the Energize NY Team will assist local communities in offering high quality, competitively-priced Clean Heating and Cooling (CH&C) installations from vetted contractors, and energy efficiency solutions to homeowners within the chosen communities.

Heating and cooling energy expenditures are responsible for one third of the carbon emissions in Orange County and New York State. The options offered to homeowners in the HeatSmart-CoolSmart Orange Program, discussed in detail further in this RFI, provide a proven way for individuals and communities as a whole to improve local sustainability, save on heating and cooling costs, gain positive returns on investment with incentive programs and tax credits, and create a beneficial impact to air quality, family and public health, and the environment.

The following organization, comprising the HeatSmart-CoolSmart Orange Campaign Team, will administer and implement the HeatSmart-CoolSmart Orange Program:

Energy Improvement Corporation – Sponsor and Campaign Manager

Yorktown Heights, NY 10598

Energy Improvement Corporation is a New York State non-profit, local development corporation that operates Energize NY. Energize NY, as the HeatSmart-CoolSmart Orange Campaign Team, requests submissions from an Orange community (including cities, towns, and villages) or a coalition of towns and / or villages to participate (one joint application may be submitted on behalf of the applying coalition) in this initial HeatSmart-CoolSmart Orange Pilot Campaign, scheduled to launch in Early 2019.

Once the HeatSmart-CoolSmart Orange Community is selected, the Energize NY Campaign Team will begin the process of selecting CH&C installers. The selected CH&C installers will provide, at a minimum, competitive pricing, home CH&C assessments, collaboration in community outreach, and installation services. The selected HeatSmart-CoolSmart Orange Community and selected installers, with support from the Energize NY Campaign Team, will develop and implement an approximately 20-week community outreach campaign beginning in Early 2019 with the goal of dramatically increasing the number of existing CH&C installations in the HeatSmart-CoolSmart Orange Community.

A successful HeatSmart-CoolSmart Orange Pilot Campaign is dependent on committed and well-connected volunteers and community leaders, particularly in identifying creative and effective ways to get the word out to their community about HeatSmart-CoolSmart Orange. Impactful teams will work collaboratively on a variety of tailored outreach approaches. Their objective is to encourage as many homeowners as possible to consider installing CH&C systems, especially those who may not have previously considered it, and increasing familiarity with CH&C technology and energy efficiency measures in general to displace fossil fuel-based heating and cooling systems.

The objective of HeatSmart-CoolSmart Orange is to significantly ramp up the rate of CH&C system adoption and energy efficiency in Orange County, by creating and servicing a demand for clean energy options in home heating and cooling. HeatSmart-CoolSmart Orange will accomplish this by encouraging public and positive conversations about CH&C adoption throughout our region, and by demonstrating CH&C success stories. Communities interested in HeatSmart-CoolSmart Orange should also consider how they might leverage the CH&C outreach to further other local energy efforts.

The success of the Solarize Program, Energize Program, and similar programs inspired the HeatSmart-CoolSmart Orange Program. For examples of other community-based CH&C programs, see the HeatSmart-CoolSmart Tompkins program in Tompkins County, NY and HeatSmart-CoolSmart Mass in various communities within Massachusetts.

SECTION ONE – Detailed Opportunity Summary

A. Program Goals and Overview

i. Program Goals

HeatSmart-CoolSmart Orange is a program aimed at making the CH&C systems more accessible to homeowners, as well as to demonstrate the viability of the HeatSmart-CoolSmart Orange Program to be replicated in other regions of New York State. HeatSmart-CoolSmart Orange will:

- A. Substantially increase the number of CH&C installations in the selected community or coalition of communities during the outreach campaign;
- B. Lower barriers to adoption of CH&C systems and installations through careful selection of CH&C installer partners and community endorsement of the HeatSmart-CoolSmart Orange Program;
- C. Provide education and outreach about benefits of CH&C technology to support the continued increase in adoption of CH&C throughout Orange in a way that can be sustained beyond the timeframe of the HeatSmart-CoolSmart Orange campaigns.

The HeatSmart-CoolSmart Orange Program will promote two prime heating and cooling technologies, as well as energy efficient building envelope improvements, as detailed below:

1. **Cold-Climate Air Source Heat Pump systems** (as defined by the Northeast Energy Efficiency Partnership), which can operate down to temperatures of five degrees Fahrenheit while also maintaining an efficiency factor of 1.75 or greater. These will include:
 - a. **Cold-Climate Air Source Heat Pump systems** that distribute the heating and cooling output through an air duct distribution system.
 - b. **Ductless Mini-Split Cold-Climate Air Source Heat Pump systems** that utilize the same two main components as central Cold-Climate Air Source Heat Pumps: an outdoor compressor / condenser and an indoor air-handling unit.
2. **Ground Source Heat Pump systems** for space heating & cooling, and water heating. An indoor heat pump unit and a heat exchanging ground loop buried underground transfer heat between the ground and the building (these systems are also known as geothermal installations). Specifically, **we will be promoting the Dandelion Energy ("Dandelion") vertical closed-loop Ground Source Heat Pump systems** that use a ground loop to circulate an anti-freeze to exchange heat in vertical configurations, with column wells of up to 500 feet deep. Dandelion is an independent geothermal heating and cooling company, incubated by Google's parent company. Dandelion uses proprietary technology and processes that allow them to reduce the cost of geothermal installations. Additionally, Dandelion offers 100% financing to customers.

3. **Building Envelope Improvements:** The NYSERDA Home Performance Program with Energy Star Program addresses air sealing, insulation, and upgraded heating mechanicals through a comprehensive home energy assessment done by a BPI certified contractor. These measures address tightening the building envelope with measures including, but not limited to, adding dense pack insulation, blown cellulose, and mechanical upgrades. These measures will ensure that the building envelope, distribution system, and existing heating and cooling systems are considered so that the CH&C technology is appropriately sized.

ii. Barriers HeatSmart-CoolSmart Orange is Designed to Overcome

The HeatSmart-CoolSmart Orange Program is designed to overcome common barriers that homeowners currently face in transitioning to CH&C systems:

A) Lack of CH&C / Energy Efficiency Knowledge

- CH&C technology is unfamiliar to many homeowners and HeatSmart-CoolSmart Orange aims to make the technology, benefits, pricing, and installation process accessible and simple to understand.
- For many people, the most complicated aspect of transitioning to CH&C is figuring out how to begin a process that is quite unfamiliar to them and their fellow community members. HeatSmart-CoolSmart Orange provides several easy starting points: check out the online resources, come to an event, and perform a simple home analysis online.
- Having several highly-vetted installers reduces uncertainty about how to choose an installer and provides a sense of certainty that the installer is both well-qualified and offers transparent, competitive pricing.

B) Trust

- An experienced team coordinates the HeatSmart-CoolSmart Orange Campaign. Within each community, a "Core Team" of dedicated community volunteers champions the program.
- HeatSmart-CoolSmart Orange Core Team outreach is designed to (1) provide residents with safe and accessible ways to learn about CH&C systems from people they know in their communities, (2) meet neighbors who also want to learn about CH&C technology, and (3) take the next step when they are ready (i.e., attending a workshop, discussing with the selected installer, and signing a contract to install a CH&C system).
- HeatSmart-CoolSmart Orange is designed to be as transparent as possible with all relevant information, including detailed campaign information, available through the Energize websites.

C) Cost

- HeatSmart-CoolSmart Orange outreach helps reduce the typical cost for a CH&C installer to acquire customers and can lead to numerous installation jobs for selected installers. The concentrated focus on a narrow geographical area for the limited period of the campaign produces efficiencies for the installers in travel and staff time. These factors help the selected HeatSmart-CoolSmart Orange installers to offer competitive pricing for quality installations.

Through the HeatSmart-CoolSmart Orange Program, we are helping deliver lower cost CH&C and energy efficiency options with transparent pricing.

- Information about financing CH&C will be available via HeatSmart-CoolSmart Orange online resources.

D) Inertia

- Deadlines matter. Having an approximately 20-week timeframe to act is important. Residents must sign a contract with the installer by a certain date to take advantage of the special pricing offer. The actual installation can take place after the program window passes.

E) Other

- Standardize equipment specification and design processes across the selected community.

iii. HeatSmart-CoolSmart Orange Campaign Process:

In this HeatSmart-CoolSmart Orange Pilot Campaign, the HeatSmart-CoolSmart Orange Core Team will follow a four-step process:

1. Apply to be a HeatSmart-CoolSmart Orange Community.
2. Prepare for Campaign Launch.
3. Launch and Run an Outreach Campaign.
4. Celebrate and Share Results.

Step One: Apply to be a HeatSmart-CoolSmart Orange Community

Respond to this Request for Information ("RFI") to be considered to participate in a HeatSmart-CoolSmart Orange campaign. Energize NY will partner with one HeatSmart-CoolSmart Orange Community (either one city, town, or village, or a coalition of towns / villages).

Step Two: Prepare for Campaign Launch

The Core Team will, with the assistance of Energize NY, be responsible for (1) becoming familiar with the offered CH&C technology along with its environmental and financial benefits, and (2) participating in the campaign-planning and implementation process with Energize NY and selected installers.

How are installers selected?

Energize NY will issue a Request for Proposal ("RFP") for the CH&C installers. The HeatSmart-CoolSmart Orange Campaign Team will collect RFP responses from installers and facilitate a selection process, with support from NYSERDA.

The selected CH&C installers will enter into an agreement with Energize NY. There will be no official, written agreement between the HeatSmart-CoolSmart Orange Community and selected installers.

Step Three: Launch and Run Outreach Campaign

The Core Team of community volunteers will work with the Energize NY Campaign Team, including Technical Advisors contracted by NYSERDA, to develop and implement a strategy for collaboration and outreach during the approximately 20-week program. Activities include the following:

- Select and share a date / time / location for a HeatSmart-CoolSmart Orange Launch Event;
- Pre-Launch Meeting facilitated by the Energize NY Campaign Team, the Core Team of community volunteers, and selected installers to discuss the launch event and plan the first month of outreach;
- Launch Event– presentation and Q & A to kick off the campaign;
- Outreach aimed at reaching as many homeowners as possible, especially those who may not have considered CH&C before, and encouraging them to learn more and schedule a home assessment;
- Publicize the Program Deadline Date;
- Close-Out Meeting to reflect on the process and consider next steps; and
- Follow-Up Survey of volunteers, leads, and participants to inform future HeatSmart-CoolSmart Orange campaigns.

The HeatSmart-CoolSmart Orange Program is meant to catalyze the installation of residential CH&C in the selected HeatSmart-CoolSmart Orange Community. Any homeowner in the participating community can receive a quote based on the equipment and pricing outlined in the installer's RFP response. Participants must sign a contract with one of the selected installers by the program deadline in order to participate in the HeatSmart-CoolSmart Orange Pilot Campaign.

Homeowners within the HeatSmart-CoolSmart Orange Community are free to seek bids and work with other installers at any point in the program. This is an important message for the core volunteer team to share. Any installations contracted during the HeatSmart-CoolSmart Orange Program with non-HeatSmart-CoolSmart Orange installers may be celebrated (with permission from the homeowners) but will *not* be counted as progress toward any community incentives established by the selected HeatSmart-CoolSmart Orange installers.

It's important that the Core Team community volunteers be prepared to go the distance and maintain a strong outreach presence during the entire campaign. The HeatSmart-CoolSmart Orange Campaign Team will support the Core Team with bi-weekly phone calls to strategize about potential outreach opportunities, presence at events, help draft media advisories or press releases and ensure that the community page of the supported online resources has upcoming events, testimonials and other information posted.

Step Four: Celebrate and Share Results

The Energize NY Campaign Team will help the HeatSmart-CoolSmart Orange Community gain well-deserved recognition for their results. After announcing and celebrating their CH&C successes, the Energize NY Campaign Team will help the Core Team of community volunteers

to identify opportunities to leverage the momentum from the HeatSmart-CoolSmart Orange Campaign efforts to support other sustainability initiatives.

iv. Program Partners and Roles

Community Roles:

- **Core Team** – A team of 4-6 community members that serve as the primary organizers and drivers for the HeatSmart-CoolSmart Orange Pilot Campaign. The Core Team can also include community elected officials or staff members.
- **Project Lead** – One of the Core Team members should be selected as the primary contact for the Core Team. His or her contact information may appear in the HeatSmart-CoolSmart Orange Campaign web resources. The Project Lead will also be the main point of contact for the Energize NY Campaign Team and the selected installers (though most communication will involve the entire Core Team). The Project Lead can be a community elected official, staff member, or volunteer.
- **Community Volunteers** – Not all volunteers need to serve on the Core Team. **The Core Team is encouraged to recruit additional volunteers (who would not be part of the Core Team) that can assist in the HeatSmart-CoolSmart Orange Campaign with outreach activities.** Some residents will be happy to volunteer to support specific outreach activities such as arranging an article in their church or synagogue newsletter, allowing yard signs to be placed at their home or business, or inviting a speaker to come to group meeting to explain the HeatSmart-CoolSmart Orange Campaign.
- **Municipal Energy Committee Members** – If your community has an energy, sustainability, or similar committee, consider focusing some of its efforts and resources on the HeatSmart-CoolSmart Orange Campaign for the duration of the outreach period.
- **Local Civic Groups** – The Core Team will need to leverage existing networks and groups to get the word out about the HeatSmart-CoolSmart Orange Campaign. Consider inviting representatives from local groups (e.g., PTA, Lions Club, or religious groups) to join the Core Team or to stay in the loop and report to their networks.
- **Individuals with Interest or Expertise in CH&C and Energy Efficiency** – Are there any CH&C energy professionals in your town? These folks may not have a lot of time to spare but might still be interested in helping out.
- **Multiple Communities** – If you are planning to partner with another municipality on HeatSmart-CoolSmart Orange, be sure to include volunteers from both municipalities on the Core Team.

Installers

The selected installers will offer transparent and competitive pricing, collaborate with community volunteers on outreach and lead tracking throughout the program, and provide HeatSmart-CoolSmart Orange customers with a turnkey inquiry-to-installation process that will make them want to encourage their neighbors to transition to CH&C too.

The following chart outlines specific partner roles and responsibilities:

	Energize NY Campaign Team	Core Volunteer Team	Installers
Securing HeatSmart- CoolSmart Orange Partners	<ul style="list-style-type: none"> · Select HeatSmart-CoolSmart Orange communities. · Release RFP to installers; assist / coordinate the installer selection process. · Work with communities to identify strategies for engaging volunteers. 	<ul style="list-style-type: none"> · Seek partnerships with community organizations to help host events and spread the word. · Find hosts for CH&C open houses and other events. 	<ul style="list-style-type: none"> · Submit competitive RFP response.
Providing Customers with Competitive Pricing	<ul style="list-style-type: none"> · Provide online resources and handouts detailing available incentives and financing options. 	<ul style="list-style-type: none"> · Advise community outreach to help the HeatSmart-CoolSmart Orange campaign promote the competitively priced CH&C solutions offered by selected installers. 	<ul style="list-style-type: none"> · Provide site assessments. · Offer competitive pricing. · Help customers understand and apply for available incentives. · Assist customers in assessing purchase / financing options.
	<ul style="list-style-type: none"> · Manage online resources for program information. · Provide planning and outreach templates for volunteers. · Facilitate initial outreach planning among project partners. 	<ul style="list-style-type: none"> · Organize / mobilize community networks and utilize a broad range of tactics to get the word out. · Organize and host outreach events and table at existing community events. 	<ul style="list-style-type: none"> · Participate in outreach planning. · Participate in community outreach events. · Supplement community outreach through cost-effective marketing (e.g. banners, mailings, yard signs, etc.).
Marketing / Outreach	<ul style="list-style-type: none"> · Attend and support key outreach events for homeowners. 	<ul style="list-style-type: none"> · Send regular HeatSmart-CoolSmart Orange updates to community contacts. 	

Education	<ul style="list-style-type: none"> · Provide online resources on CH&C and energy efficiency. · Help orient volunteers with basic information about CH&C and energy efficiency. 	<ul style="list-style-type: none"> · Answer community questions about the HeatSmart-CoolSmart Orange Program. · Answer basic CH&C energy questions and direct residents to available resources. 	<ul style="list-style-type: none"> · Give presentations at HeatSmart-CoolSmart Orange events. · Answer technical questions from volunteers / residents.
Web / Media	<ul style="list-style-type: none"> · Provide information about the HeatSmart-CoolSmart Orange online. · Communications and media strategy / support. · Manage attention from regional media outlets. 	<ul style="list-style-type: none"> · Assist in providing content (including photos and stories) for HeatSmart-CoolSmart Orange online resources and media outreach. · Encourage and cooperate in local media coverage (print, digital media, and TV). · Submit "letters to the editor" to local newspapers. 	<ul style="list-style-type: none"> · Provide relevant information for the HeatSmart-CoolSmart Orange online resources. · Cooperate with partners to provide content (e.g., photos, stories) and accommodate reporters.
Leads / Installs	<ul style="list-style-type: none"> · Manage an online form for potential customers to sign up for HeatSmart-CoolSmart Orange site assessments and with automated leads sent to the appropriate installer. 	<ul style="list-style-type: none"> · Participate in occasional outreach to leads as needed. 	<ul style="list-style-type: none"> · Provide excellent customer service through customer inquiries, site assessments, system design, and turnkey installation.
Administration	<ul style="list-style-type: none"> · Organize bi-weekly check-in calls. 	<ul style="list-style-type: none"> · Participate in bi-weekly check-in calls. 	<ul style="list-style-type: none"> · Participate in bi-weekly check-in calls.

Tracking	<ul style="list-style-type: none"> · Receive and manage bi-weekly reports from installers. · Track leads generated from web form(s). · Ensure all partners have access to up-to-date contacts. 	<ul style="list-style-type: none"> · Gather and maintain a list of residents who have expressed interest in the program through events. · Track residents who request / receive information about other energy opportunities beyond CH&C. 	<ul style="list-style-type: none"> · Track leads and contracts. · Provide bi-weekly reports to HeatSmart-CoolSmart Orange Campaign Team.
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SECTION TWO – Application Process

A. Eligible Applicants

Orange County Cities, Towns or Villages and / or Coalitions of Towns and Villages for which *any* of the following applies (1) are members of Hudson Valley Regional Council, (2) have an active CAC, (3) were an active participant in a Solarize campaign, or (4) have Clean Energy Communities designation.

B. Guidelines for Cities

The HeatSmart-CoolSmart Orange Program depends on community engagement and will be more successful in communities with strong social networks and community identification. Campaigns will likely have better results if focused on a particular neighborhood (or grouping of neighborhoods) or quadrant.

C. Guidelines for Communities Interested in Applying as a Coalition

Towns or Villages interested in forming a coalition with one or more neighboring Towns or Villages can indicate such interest in their application, with the following considerations in mind:

- No more than three municipalities may apply jointly for this HeatSmart-CoolSmart Orange Pilot Campaign.
- Cities may not join or form coalitions.

SECTION THREE – Submission Requirements

A. Submission Requirements

☐ **Letter from chief elected official**, containing the following (if part of a coalition, required of each coalition participant):

- Statement of commitment to the HeatSmart-CoolSmart Orange Program for the duration of the HeatSmart-CoolSmart Orange Pilot Campaign.
- Brief description of how the municipality will support the HeatSmart-CoolSmart Orange Campaign (e.g., communicating via municipal e-mail list, allowing placement of banners, flyers, etc.)
- Articulate why your community is well positioned to take full advantage of the opportunities presented by the HeatSmart-CoolSmart Orange Program.
- Describe your community's commitment to sustainability and CH&C and energy efficiency.
- If your community wishes to enter a coalition with a neighboring municipality, please clearly indicate which municipalities will be partnering.
- Identify a primary program contact (the Project Lead) for the HeatSmart-CoolSmart Orange Pilot Campaign in your community and if part of a coalition, also specify the primary Project Lead for the overall coalition. Include an explanation of this individual's interest and commitment, along with any relevant experience in community outreach.

☐ **Completed Attachment A - Applicant Community Contact and Authorized Signature Form** (if applying with another municipality, one for each municipality):

- Include names of Core Team contacts and information about their background.
- Sign the Authorized Signature Section.

☐ **Completed Attachment B - Community Information Form** (if applying with another municipality, a single form for the combined application – information about all participating municipalities should be included on the form):

- List potential outreach activities in your community to promote the HeatSmart-CoolSmart Orange Program.
- Provide list of partner organizations who will help communicate about the HeatSmart-CoolSmart Orange Program and communication outlets that can be leveraged.

B. Evaluation Criteria

Community Commitment to Clean Energy and Sustainability

- Record of or clear articulated interest in expanding CH&C, energy efficiency and renewable energy initiatives in the community, and intent to leverage the HeatSmart-CoolSmart Orange Program in working toward a longer-term goal of promoting community sustainability.

Project Leadership

- Ability of designated Project Lead to champion the HeatSmart-CoolSmart Orange Campaign and commitment of the Core Team. Examples of relevant, successful community projects should be referenced.
- Commitment of elected officials and other key community leaders to promote the HeatSmart-CoolSmart Orange Pilot Campaign.

Unique Qualities, Resources and Communication Channels

- Strong community communication channels such as a local paper, digital media, community website, community-wide e-mails, social media and other resources to spread the word about the HeatSmart-CoolSmart Orange Program.
- Ideas and plans for effective outreach and active partnerships within the community.

Community Heating Fuel Usage

- Displacing high cost heating fuel (heating oil and propane) results in greater customer savings from CH&C installations. The HeatSmart-CoolSmart Orange Campaign Team will assess heating fuel type used in your community.

Towns and Villages of Orange County Drug and Alcohol Testing Agreement

Partners in Safety Inc. under the terms and conditions of this agreement shall provide drug and alcohol testing services to the Employer that meet the compliance requirements of the U.S. Department of Transportation as defined in 49 CFR Part 40 and Part 382 and your individual policy.

Complete DOT Program:

\$41.50 per Employee per year

Includes:

- All random drug tests performed by SAMSHA-certified lab
- All random alcohol tests using approved evidential breath testing device
- GC/MS Confirmation
- Medical Review Officer service
- Specimen Collection
- Overnight shipment of specimen
- Random selection of employees
- Record Management
- Internet Resulting/Updating
- Collection Site Management
- DOT Audit Assistance
- Blind Specimen Submissions
- MIS Reports
- Monthly Billing
- Medical facility invoicing & payment processing
- Consultation with medical professionals

Additional Charges:

(Pre-employment, post-accident, reasonable cause or follow-up tests performed during normal business hours). Please note: The use of non-approved medical facilities may result in additional fees.

DOT drug test at lab or offices of Partners In Safety:	\$ 48.00 per test
DOT drug test with collection performed at an approved walk-in medical facility:	\$ 83.00 per test
Return-to-Duty/Follow-Up drug test including observed specimen collection performed at:	
• Offices of Partners In Safety:	\$ 78.00 per test
• Approved walk-in medical facility:	\$ 108.00 per test
DOT Breath Alcohol test the offices of Partners In Safety:	\$ 38.00 per test
DOT Breath Alcohol test at an approved walk-in medical facility:	\$ 55.00 per test
DOT/19A physical performed at the offices of Partners In Safety:	\$ 65.00 per person
Split Specimen Testing - re-test of positive specimen by another SAMHSA-certified lab: (only when requested by employee within 72 hours of MRO's notification)	\$ 250.00 per test
Emergency Service: (for special situations requiring urgent on-site collections or tests on nights, weekends or holidays)	\$ 160.00 per hour (minimum of 2 hours, plus the cost of the test)

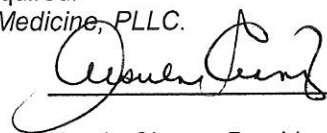
On-site medical services available upon request, minimum volume required.

Professional medical services are provided by *Partner in Safety and Medicine, PLLC.*

Signature & Title _____

Client Village of Warwick (NON-DOT)

Date: _____



Ursula Clancy, President

Partners In Safety, Inc.

Towns and Villages of Orange County Drug and Alcohol Testing Agreement

Partners in Safety Inc. under the terms and conditions of this agreement shall provide drug and alcohol testing services to the Employer that meet the compliance requirements of the U.S. Department of Transportation as defined in 49 CFR Part 40 and Part 382 and your individual policy.

Complete DOT Program:

\$41.50 per Employee per year

Includes:

- All random drug tests performed by SAMSHA-certified lab
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- GC/MS Confirmation
- Medical Review Officer service
- Specimen Collection
- Overnight shipment of specimen
- Random selection of employees
- Record Management
- Internet Resulting/Updating
- Collection Site Management
- DOT Audit Assistance
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- Consultation with medical professionals

Additional Charges:

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DOT Breath Alcohol test the offices of Partners In Safety:	\$ 38.00 per test
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DOT/19A physical performed at the offices of Partners In Safety:	\$ 65.00 per person
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On-site medical services available upon request, minimum volume required.

Professional medical services are provided by *Partner in Safety and Medicine, PLLC.*

Signature & Title _____

Client _____ Village of Warwick

Date: _____



Ursula Clancy, President

Partners In Safety, Inc.

**Resolution Accepting 2018-19 County of Orange
Arts, Heritage and Tourism Grant**

WHEREAS, the Village of Warwick wishes to enhance the annual Summer Concert Series through a project called "An Afternoon With...", a concert and conversation series bringing the area's foremost musicians to the Village of Warwick from the Hudson Valley, showcasing the talent that resides locally and;

WHEREAS, in connection with that project, the Village applied for funding through the Orange County Executive Arts, Heritage & Tourism Grants Program which provides funds to arts, cultural and historical organizations, municipalities, arts venues and individual artists to support projects and events which take place in Orange County, are available to the public, and promote tourism related economic development; and

WHEREAS, the Village has been awarded a 2018-19 County of Orange Arts, Heritage and Tourism grant in an amount not to exceed \$2,500; and

WHEREAS, in order to proceed, the grant must be accepted by February 22, 2019;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That the Village Board hereby accepts the 2018-19 County of Orange Arts, Heritage and Tourism grant; and
2. That the Village Board authorizes the Village Mayor to execute and submit the County of Orange Arts, Heritage and Tourism Grants Agreement, a copy of which is attached hereto; and
3. That the Village Board authorizes the Village Mayor to execute any and all related documents necessary to meet the conditions of accepting the grant.

_____ presented the foregoing resolution which was seconded by _____,

The vote on the foregoing resolution was as follows:

Barry Cheney, Trustee, voting _____

William Lindberg, Trustee, voting _____

George McManus, Trustee, voting _____

Eileen Patterson, Trustee, voting _____

Michael Newhard, Mayor, voting _____

Steven M. Neuhaus
County Executive



Amanda Dana
Director of Tourism

January 24, 2019

Ms. Linda Smith
Village of Warwick
77 Main Street
Warwick, NY 10990

Dear Ms. Linda Smith,

Congratulations! I am delighted to inform you that you have been awarded funding through the 2018-19 County Executive Arts, Heritage and Tourism Grant Program.

You are receiving \$2500 to support your project "An Afternoon With....."

The grant program represents The County's commitment to foster tourism related economic development in Orange County. Your impressive effort to create wonderful projects and events in our communities for residents and visitors alike is both appreciated and acknowledged by this grant.

Enclosed with this letter are instructions regarding the paperwork necessary for grant fund disbursement. **This paperwork must be submitted to Orange County Tourism by February 22, 2019.**

You may not send press releases or similar announcements focusing specifically on the funding of your project through this program, however grantees must include the mandatory credit to the program in the following wording in all promotion for the funded project (press releases, advertisements, flyers, posters, postcards, programs, social networking posts, etc.): ***"This program is funded, in part, by the County of Orange and Orange County Tourism."*** Projects of public art must also have the mandatory credit in a prominent place on or in close proximity to where it is being displayed. **Additional grantee obligations are outlined in the enclosed County of Orange Arts, Heritage and Tourism Grant Agreement.**

Please feel free to contact Rebecca Lindland at 845-615-3860 or rlindland@orangecountygov.com with any questions or concerns regarding the disbursement process or your obligations as a grantee.

I wish you the best of luck with the execution of your project.

Sincerely,

Steven M. Neuhaus
County Executive

RECEIVED

JAN 29 2019

**VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE**

**COUNTY OF ORANGE
ARTS, HERITAGE & TOURISM GRANTS AGREEMENT**

THIS COUNTY OF ORANGE ARTS, HERITAGE & TOURISM AGREEMENT ("Agreement") is made this _____ day of _____ 2019 by and between **ORANGE COUNTY**, by and through its Tourism Office, with an office located at 99 Main Street, Goshen, New York 10924 ("OCT") and **VILLAGE OF WARWICK**, a Municipality, with its principal place of business located at 77 Main Street, Warwick, NY 10990 ("Grantee").

WHEREAS, OCT re-grants monies received from the County Executive to administer a county-funded arts, heritage and tourism grant program supporting artistic and cultural programming that promotes tourism related economic development provided by artists, businesses, organizations, venues and local governments in Orange County; and

WHEREAS, the Grantee submitted to OCT an application containing a proposal to provide such cultural services; and

WHEREAS, OCT, on behalf of the County Executive, accepts the Grantee's proposal and is willing to provide funding therefor, and the Grantee is willing to perform the services detailed in the proposal on the terms and conditions specified herein.

NOW, THEREFORE, OCT and the Grantee agree as follows:

1. Acceptance of Proposal. OCT, on behalf of the County Executive, hereby accepts the Grantee's application and proposal together with all attachments, additions and supporting or supplemental materials, a copy of which is attached and marked as Schedule A (collectively, the "Application" or "Proposal").
2. Grantee Performance of Project Services. Grantee hereby agrees to perform, or caused to be performed, the project as such is described in the Proposal ("Project" or "Services"). The Project shall commence on or after October 1, 2018 and be completed no later than October 1, 2019 ("Term").
3. County Funding; Limitations. OCT hereby agrees to fund the Project in an amount not to exceed TWO THOUSAND FIVE HUNDRED (\$2500.00) DOLLARS payable within ninety (90) to one-hundred and twenty (120) days of full execution of this Agreement. Grantee acknowledges that OCT is providing funding for the Project in reliance on the Proposal submitted by Grantee, including, but not limited to, the financial information and budgets submitted, and based upon such items OCT has determined that Grantee will be able to satisfactorily perform. If there is a change in the facts, estimates or projections contained in the Proposal including, but not limited to, a change in any item of receipts or expenditures, changes in personnel or a change in or discontinuance of any operation or program conducted or projected to be conducted by the Grantee, the Grantee shall immediately request approval from OCT of such change. Such request for approval shall be submitted by the Grantee on a Grant Change Form in the form attached and marked as Schedule C. If OCT, in its sole and absolute discretion, determines that such change will impede or impair the Grantee's ability

to perform the Services, then OCT shall have the right either to terminate this Agreement without further liability, or to limit the scope of the Project and reduce the funding payment to the Grantee in such amount as is solely determined by OCT. Notwithstanding the dates within which the Project may be completed pursuant to Section 2 above, the grant funding shall be expended on or before December 31, 2019.

4. Representations. Grantee represents that:

- a. if Grantee is a sole proprietor, he or she lives in Orange County, New York or if Grantee is an organization or entity, such organization or entity maintains its principal place of business in Orange County, New York;
- b. the Project will be performed or executed in Orange County, New York;
- c. it made only one (1) request for grant funding in this calendar year and a copy of that request is attached hereto and marked as Schedule A;
- d. it will use the verbiage "***This project is made possible, in part, with funds from the County of Orange and Orange County Tourism,***" in all promotion and advertising for the Project;
- e. if the Project is public art (ie: mural, sculpture), Grantee will obtain an easement between themselves and the owner of the property, as well as any required permits from the applicable municipal boards before disbursement of grant funds by the County;
- f. if the Project is public art and will be on semi-permanent or permanent display, the credit to grant program in the exact verbiage "***This project is made possible, in part, with funds from the County of Orange and Orange County Tourism,***" must appear in a prominent place on or in close proximity to the Project and;
- g. none of the grant funding shall be expended on unauthorized program expenditures as such expenditures are defined in the Information and Guidelines document.

5. Independent Contractor. Grantee acknowledges that it is an independent contractor and not an employee or agent of either OCT or the County of Orange. In accordance with such status as independent contractor, Grantee covenants and agrees that neither it nor its employees or agents will hold themselves out as, nor claim to be officers or employees of either OCT or the County of Orange, or of any department, agency or unit thereof, and that they will not make any claim, demand or application to or for any right or privilege applicable to an officer or employee of OCT or the County of Orange, including, but not limited to, worker's compensation coverage, health coverage, unemployment insurance benefits, social security coverage or employee retirement membership or credit.

6. Reports; Deliverables. The Grantee shall submit such reports and other items as may reasonably be requested by OCT relating to the Services and the performance thereof and the Grantee's ability to fulfill its obligations under this Agreement, including, but not limited to:

- a. one (1) ticket or pass good for any performance of the Project at least one (1) month prior to the event, enabling OCT or its agent to audit the event if it deems necessary. If admittance to the event is not by ticket, an invitation or notice must be sent to OCT at least one (1) month prior to the event enabling OCT or its agent to audit the event if it deems necessary; and

- b. a Final Report in the form prescribed in Schedule B, delivered no later than thirty (30) days after the date of completion of the event, together with copies of all marketing materials with credit as follows:

***This project is made possible, in part, with funds
from the County of Orange and Orange County Tourism.***

All submittals shall be made to the attention of Rebecca L. Lindland, Orange County Tourism, 99 Main Street, Goshen, New York 10924.

7. Retention of Records. Grantee shall maintain complete, accurate and current records of all income and expenses relating to its operations and the Services performed pursuant to this Agreement. During the Term, and at any time within three (3) years thereafter, the Grantee shall make such records available upon request to OCT. OCT shall have the right, upon reasonable notice and at reasonable times, to inspect the Grantee's books and records, its offices and facilities, for the purpose of verifying information supplied to OCT or any other purpose reasonably related to monitoring the Services.
8. Termination; Default. Without limiting any other rights under this Agreement, OCT shall have the right to terminate this Agreement if it determines that the Grantee has misrepresented any fact or supplied any false or misleading information to OCT in its Application or other material or reports, or has diverted any payments made under this Agreement to a purpose other than the performance of the Project, has failed to maintain or provide any records or reports required to be maintained, has failed to abide by any other term, provision or condition of this Agreement, or will be unable to satisfactorily perform all or any part of the Services, or any of the Grantee's other obligations hereunder. In the event of termination, OCT may require the Grantee to refund any or all of the grant funding made under this Agreement. In the event of termination pursuant to this Section, OCT will have no further liability under this Agreement.
9. Termination; Convenience. Without limiting the provisions of Section 8, if OCT determines that terminating this Agreement, in whole or in part, is in the best interest of OCT, the County of Orange, then it may terminate this Agreement by giving the Grantee written notice. Said termination shall become effective upon the mailing of such notice. In such event, OCT shall pay the Grantee for its pro rata share of costs incurred pursuant to this Agreement to the date of termination. Such payment together with any payments previously made to the Grantee shall not exceed the lesser of the value of the Services performed as of the termination date or the amount set forth in Section 3.
10. Assumption of Risk; Indemnification; Insurance; Taxes. Grantee hereby assumes all responsibility for the risk of operation related to the performance of the Project, indemnifies, and holds OCT, the County of Orange, and their officials, employees and agents harmless from any liability relating to the Project, the Services performed by Grantee relating to the Project, and any program or performance at which the Services are presented. Grantee shall carry all insurance and pay all taxes required by law. Grantee shall supply to OCT certificates of Workers' Compensation and/or Disability Benefits Insurance coverage in

accordance with New York State statutory requirements unless Grantee is statutorily exempt from maintaining such coverage. In the event Grantee is statutorily exempt from maintaining such coverage, Grantee shall keep on file with OCT the current New York State form affirming that such coverages are not required. Grantee is responsible for updating certificates of insurance or exemption forms throughout the Term to ensure proper coverage is in effect.

11. Assignment. This Agreement cannot be assigned without the prior written consent of the County Executive on behalf of the County of Orange.
12. Governing Law; Venue. This Agreement shall be governed by the laws of the State of New York. Any and all disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to arbitration unless specifically agreed thereto in writing by the County Executive, but instead must only be heard in the Supreme Court of the State of New York, with venue in Orange County or if appropriate, in the Federal District Court with venue in the Southern District of New York, White Plains division.
13. Entire Agreement; Inconsistencies. The rights and obligations of the parties, their permitted successor and assigns, shall be subject to and governed by this Agreement, which supersedes any other understandings or writings between or among them. In the event, however, of any conflict between the terms of the Application and Proposal and the terms of this Agreement, the terms of this Agreement shall govern.

VILLAGE OF WARWICK

BY: _____ Date: _____
Grantee Signature

BY: _____
Grantee Name/Title (Printed)

COUNTY OF ORANGE

BY: _____ Date: _____
Stefan ("Steven") M. Neuhaus, County Executive



Union A.M.E. Church
98 McEwen Street, Warwick, NY 10990
Reverend Ann Marie Bentsi-Addison Posey, Pastor

January 16, 2019

Village of Warwick
77 Main Street
Warwick, NY 10990

Dear Mayor Newhard & Esteemed Members of the Village Board:

The Ida Bartow Hicks Missionary Society of the Union A.M.E. Church, 98 McEwen Street of Warwick New York, would like to request the usage of The Railroad Green location to host our second annual "Community Health Fair".

As last year, we expect from sixteen to twenty various health care providers from our community and surrounding communities, (Middletown, Goshen, Monroe, etc., and of course Warwick) who will provide free screenings and information that will allow our community to be informed of what kind of exceptional health care we have right here at our fingertips, instead of having to go to New York City for good health care.

Last year we had volunteers from all levels of health care, from head to toe, as well as safety information from our very own police and fire department. We even had a hospital mobile that provided free screenings for diabetes, cholesterol and hypertension. We had a resource table that provided information on all forms of addictions including the ever-growing opioid epidemic, as well as where people could go to get help. We even had volunteers from Planned Parenthood information, to name a few.

We would hope that this event would be about saving lives, and providing information that will make our community aware of where they can obtain help in all aspects of health care and safety.

In addition, we would like to request permission to hang our banner in the West Street location as we did last year.

Thank you in advance.

Respectfully Submitted,

Denise Smith, President

Ann Marie Bentsi-Addison Posey, Pastor

RECEIVED

JAN 22 2019

**VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE**

VILLAGE OF WARWICK
FACILITY USE REQUEST

Today's Date 1/21/19

Date(s) Requested: 1/1/19
Ran date 6/8/19

Time of Event: 9 a.m. - 2 p.m.

Village Park/Facility Requested: Railroad Green
****Please use attached map to indicated areas to be used****

Information about Group/Organization:

Name of Organization or individual: Union A.M.E. Church / Missionary Society

Check One: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: ☒ Designated Contact: Denise Smith

Mailing Address: 12 Panorama Drive, Warwick, NY 10990

Telephone: (Day) 845-986-1618 (Evening) 8 (Cell) 845-742-0424

Information about intended use of Village Facilities:

Purpose of Use: Community Health Fair - Screening Mables, Physical Therapists, chiropractors, Nutritionists, Resource Table, etc

Total Participants Expected: 200 Adults 100 Children

How will the event be advertised? Newspapers, social media, radio, Flyers, Posters

Is Village equipment required? ☐ Yes ☒ No

If needed, state type and for what purpose: N/A

Village of Warwick Participants: 200 Non-Resident Participants: 100

Is an admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for: _____

Will food be served? No Will food be sold? No

Please give details: To inform community of the health care resources available to them.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Village for the use and care of the facilities. He/she, on behalf of

Union A.M.E. Church (name organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 of or in connection with the actual or proposed use of Village's property, facilities and/or services by Edna Barton Rich Missionary Society (name organization)

Signature of Organization's Representative (must be a Village of Warwick Resident)

Address: 20 John Street, Warwick, NY 10990 Telephone: 845-699-9999

\$100 sec. deposit

+
ins. rec. (RA)

JAN 22 2019

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Village of Warwick Facility Use Requirements

The use of all Village recreational and park facilities shall be subject to the approval and rules of the Village Board of Trustees administered by the Village Clerk or other Board designee.

1. Organizations wishing to use Village facilities shall first apply to the Village Clerk using the prescribed form. Such form shall then be forwarded to the Village Board of Trustees for approval. All forms and insurance information shall be submitted to the Village Clerk for inclusion on the Village Board Meeting Agenda by the Wednesday prior to the upcoming meeting. Meetings normally take place on the first and third Monday of each month.
2. In the event of inclement weather, the Village Board or their designee has the final authority on whether facilities are usable.
3. Intoxicants are not permitted in any Village Parks with the exception of Memorial Park. A Facilities Use Permit is required for all Park use. A request for alcohol in Memorial Park is through Board approval. Additional liability insurance (Host Liquor) will be required if alcohol is part of your event.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts, excessive noise or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to Village facilities shall be promptly repaired at the user's expense. No exceptions. If Village 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 afterward. It is the responsibility of the permit holder to remove any garbage it generates. The Village may assess a charge for garbage generated from events that is not removed by the Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.
8. Permits may be revoked at any time.
9. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
10. A deposit of \$100.00 is required at the time the permit application is submitted to the Village Clerk. If the grounds are restored to proper condition, the \$100.00 deposit will be refunded 30 days following the conclusion of the event.

**Village of Warwick
Facility Use Requirements**

The use of all Village recreational and park facilities shall be subject to the approval and rules of the Village Board of Trustees administered by the Village Clerk or other Board designee.

1. Organizations wishing to use Village facilities shall first apply to the Village Clerk using the prescribed form. Such form shall then be forwarded to the Village Board of Trustees for approval. All forms and insurance information shall be submitted to the Village Clerk for inclusion on the Village Board Meeting Agenda by the Wednesday prior to the upcoming meeting. Meetings normally take place on the first and third Monday of each month.
2. In the event of inclement weather, the Village Board or their designee has the final authority on whether facilities are usable.
3. Intoxicants are not permitted in any Village Parks with the exception of Memorial Park. A Facilities Use Permit is required for all Park use. A request for alcohol in Memorial Park is through Board approval. Additional liability insurance (Host Liquor) will be required if alcohol is part of your event.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts, excessive noise or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to Village facilities shall be promptly repaired at the user's expense. No exceptions. If Village 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 afterward. It is the responsibility of the permit holder to remove any garbage it generates. The Village may assess a charge for garbage generated from events that is not removed by the Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.
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9. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
10. A deposit of \$100.00 is required at the time the permit application is submitted to the Village Clerk. If the grounds are restored to proper condition, the \$100.00 deposit will be refunded 30 days following the conclusion of the event.

11. A fee as listed on the Village Schedule of Fees will be charged for use of buildings or park lands where admission is being charged.
 12. A fee as listed on the Village Schedule of Fees will be charged for use of lights at the parks where admission is being charged.
 13. All persons using Village parks must confine any fires to proper fireplaces or portable burners. Before leaving, all fires must be extinguished.
 14. Permits must be requested by a Village of Warwick resident. Said resident shall be responsible for the club, team or group to which this permit is issued.
 15. Organizations shall indicate areas to be used during event or season on the attached map.
 16. In the event of a scheduling conflict, the Village of Warwick will arbitrate a resolution.
 17. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
 18. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
 19. The Village of Warwick does not discriminate on the basis of race, color, national origin, physical impairment or sex in its programs or employment services.
 20. All users must provide the following insurance. **Insurance certificates must accompany the Facilities Use Permit.**
 - I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the Village as an additional insured on the permittee's insurance policies.
 - II. The policy naming the Village as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.
 - State that the organization's coverage shall be primary and non-contributory coverage for the Village, its Board, employees and volunteers.
-
- The Village shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
 - At the Village's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.

- III. The permittee agrees to indemnify the municipality for any applicable deductibles and self-insured retentions.
- IV. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- V. Required Insurance:

No less than the following:

- **Commercial General Liability Insurance**

\$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for athletic participants.

Excess Insurance:

\$ _____ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.

- VI. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the Village to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Village.
- VII. The Village is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Village but also NYMIR, as the Village's insurer.

Individuals:

Required Insurance:

- **Homeowners Insurance**

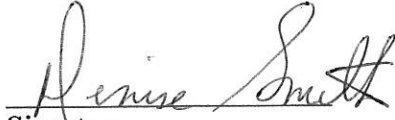
Section Two – Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

- 21. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc.

22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

FACILITY USER does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick 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 of or in connection with the actual or proposed use of the Village of Warwick property, facilities and/or services.

I have read the Facilities Use Requirements


Signature

1/21/19
Date

WARWICK FIRE DEPARTMENT

CHIEF – PHIL CIALELLA
pcialella@gmail.com

1ST ASST. CHIEF – DANIEL SCHWEIKART
engine3dan@yahoo.com

2ND ASST. CHIEF – MICHAEL CONTAXIS
wfd634c@yahoo.com

SAFETY OFFICER – CHRIS DIMARCO
biggums151@yahoo.com



PRESIDENT – MELISSA STEVENS
Melissa_stevens@yahoo.com

VICE PRESIDENT ROBIN KITTNER
granada99@gmail.com

SECRETARY – DEB SCHWEIKART
debs@warwick.net

TREASURER – BILL LINDBERG
lindberg652@gmail.com

January 28, 2019

Board of Trustees Village of Warwick
P.O. Box 369
Warwick, NY 10990

Reference: Warwick Fire Department Picnic

Dear Board Members,

I am writing for approval to server beer on July 27, 2019 at the Warwick Fire Department Picnic. We will be serving beer to the members and their guests over the age of 21.

We are also asking for approval to have a bouncy water slide for the members children. The parents will be responsible for watching the children.

I have enclosed with this letter a copy of map of the park indicating the areas that will be used. The required insurance certificate is attached. Please feel free to contact me with any questions.

Thank you,

Melissa Stevens

President

Ph: 845-742-0886

Email: grover80@warwick.net

RECEIVED

JAN 30 2019

**VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE**

VILLAGE OF WARWICK FACILITY USE REQUEST

Today's Date 1/28/19

Date(s) Requested: July 27, 2019

Time of Event: 10am - 7pm

Village Park/Facility Requested: Memorial Park
****Please use attached map to indicated areas to be used****

Information about Group/Organization:

Information about Group/Organization:
Name of Organization or individual: Warwick Fire Department

Check One: ☒ Non-Profit ☐ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: Certificate Designated Contact: Melissa Stevens

Mailing Address: P.O. Box 31, Warwick, NY 10990 (25 church st)

Telephone: (Day) 986-3473 (Evening) _____ (Cell) 742-0886

Information about intended use of Village Facilities:

Purpose of Use: Dept. Family Picnic

Total Participants Expected: 60 Adults 40 Children

How will the event be advertised? N/A

Is Village equipment required? Yes X No

If needed, state type and for what purpose: N/A

Village of Warwick Participants: Yes Non-Resident Participants: Yes

Is an admission fee charged? _____ Yes ~~X~~ No

If so, what will proceeds be used for: NA

Will food be served? Yes Will food be sold? NO

Please give details: Family BBQ

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Village for the use and care of the facilities. He/she, on behalf of Warwick FD (name organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 of or in connection with the actual or proposed use of Village's property, facilities and/or services by Warwick Fire Department (name organization)

Phil Cialella Phil Cialella Chief
Signature of Organization's Representative (must be a Village of Warwick Resident)

Address: P.O. Box 31, Warwick, NY 10990 Telephone: 986-3473

RECEIVED

JAN 30 2019

- * Bouncy Waterslide Covered under F.D. Gen. Liability Policy

Host Liquor & Liability
Ins. Rec.

Sec. Dep. Waived

RA

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

Village of Warwick Facility Use Requirements

The use of all Village recreational and park facilities shall be subject to the approval and rules of the Village Board of Trustees administered by the Village Clerk or other Board designee.

1. Organizations wishing to use Village facilities shall first apply to the Village Clerk using the prescribed form. Such form shall then be forwarded to the Village Board of Trustees for approval. All forms and insurance information shall be submitted to the Village Clerk for inclusion on the Village Board Meeting Agenda by the Wednesday prior to the upcoming meeting. Meetings normally take place on the first and third Monday of each month.
2. In the event of inclement weather, the Village Board or their designee has the final authority on whether facilities are usable.
3. Intoxicants are not permitted in any Village Parks with the exception of Memorial Park. A Facilities Use Permit is required for all Park use. A request for alcohol in Memorial Park is through Board approval. Additional liability insurance (Host Liquor) will be required if alcohol is part of your event.
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts, excessive noise or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to Village facilities shall be promptly repaired at the user's expense. No exceptions. If Village 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 afterward. It is the responsibility of the permit holder to remove any garbage it generates. The Village may assess a charge for garbage generated from events that is not removed by the Permit Holder. Applicants are urged to bring extra plastic garbage bags to facilitate cleanup.
8. Permits may be revoked at any time.
9. Any organization with youths under 18 years old requires the presence of adequate adult supervision at all times.
10. A deposit of \$100.00 is required at the time the permit application is submitted to the Village Clerk. If the grounds are restored to proper condition, the \$100.00 deposit will be refunded 30 days following the conclusion of the event.

11. A fee as listed on the Village Schedule of Fees will be charged for use of buildings or park lands where admission is being charged.
12. A fee as listed on the Village Schedule of Fees will be charged for use of lights at the parks where admission is being charged.
13. All persons using Village parks must confine any fires to proper fireplaces or portable burners. Before leaving, all fires must be extinguished.
14. Permits must be requested by a Village of Warwick resident. Said resident shall be responsible for the club, team or group to which this permit is issued.
15. Organizations shall indicate areas to be used during event or season on the attached map.
16. In the event of a scheduling conflict, the Village of Warwick will arbitrate a resolution.
17. The emergency telephone number for police is 911 or 986-5000; fire and ambulance 911.
18. No field or building alterations (lining of fields, erecting goal posts or structures, etc.) are allowed without prior approval.
19. The Village of Warwick does not discriminate on the basis of race, color, national origin, physical impairment or sex in its programs or employment services.
20. All users must provide the following insurance. **Insurance certificates must accompany the Facilities Use Permit.**
 - I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the Village as an additional insured on the permittee's insurance policies.
 - II. The policy naming the Village as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.
 - State that the organization's coverage shall be primary and non-contributory coverage for the Village, its Board, employees and volunteers.
 - The Village shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
 - At the Village's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.

- III. The permittee agrees to indemnify the municipality for any applicable deductibles and self-insured retentions.
- IV. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
- V. Required Insurance:

No less than the following:

- **Commercial General Liability Insurance**

\$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for athletic participants.

Excess Insurance:

\$ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.

- VI. User acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the municipality. The user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the Village to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the Village.
- VII. The Village is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Village but also NYMIR, as the Village's insurer.

Individuals:

Required Insurance:


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

- 21. Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures, for example pointing out posted procedures, direction for exiting, procedures for emergency helicopter landing, etc.

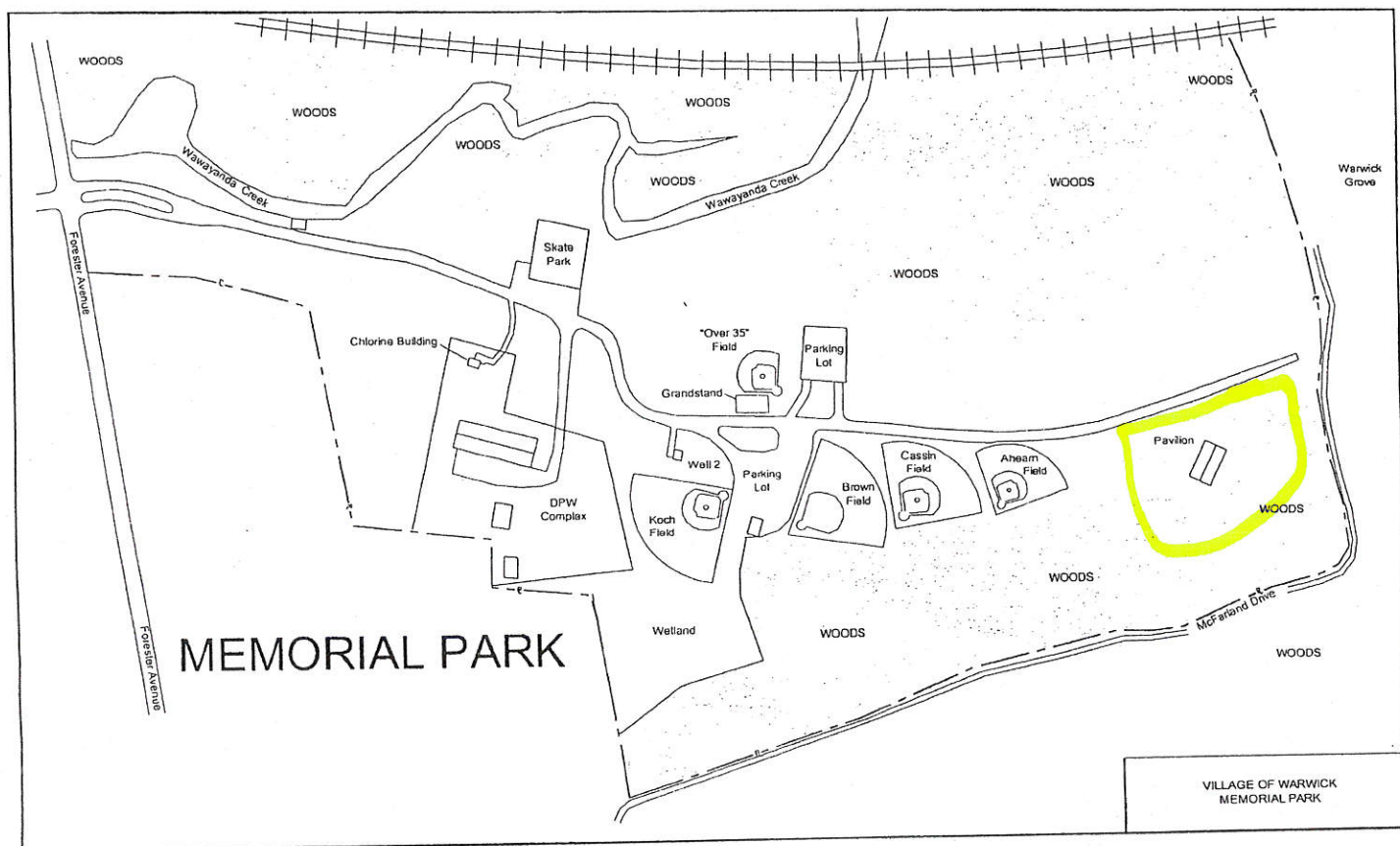
22. In the event of an accident, please notify the Village Clerk before the end of the next business day.

FACILITY USER does hereby covenant and agree to defend, indemnify and hold harmless the Village of Warwick 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 of or in connection with the actual or proposed use of the Village of Warwick property, facilities and/or services.

I have read the Facilities Use Requirements


Signature

1/28/19
Date



RISK COMMUNIQUÉ

Inflatable Amusement Rides

Inflatable amusement rides such as moon bouncers and slides are used at fairs, carnivals and festivals. Some organizations bring in inflatables as part of other recreational activities. Each year there are injuries associated with these inflatable amusement rides. A Consumer Product Safety Commission study of inflatable amusement injuries indicated the following ¹:

- Average annual estimated number of emergency department treated injuries was 6,552
- 91% percent of the injuries were associated with "moon bouncers"
- 61% of the injuries were in the 5 to 14 age group and 85% involved children under the age of 15
- 29% of the injuries were fractures, most commonly to the limbs
- Deaths have occurred and are typically associated with striking the head on a hard surface

Injuries with inflatable amusement rides may result from improper operation, anchoring and set-up. High wind conditions can cause the equipment to break loose and roll over, or move unexpectedly. Adequate planning for set-up and operation is therefore prudent.

Manufacturer's Instructions and Consumer Product Safety Commission Guidance

The Consumer Product Safety Commission published a safety bulletin on inflatable rides² that provides guidance on various topics including:

- Minimum number of operators on a large inflatable slides, inflatable bouncers and small slides.
- Maximum recommended weight per passenger.
- Maximum loads for individual rides based on manufacturer's instructions.
- Emphasis on following the owner/operator's manual for site layout, inflation procedures, ropes, tethers, tie-downs, anchors, use, temperature range, maximum number of riders, size of riders, electrical codes, daily operation, daily inspection, washing, repair, deflation, drying, storage, and transportation.
- Anchoring rides per manufacturer's requirements and instructions.
- Restrictions on inflatable ride operation above wind speeds that exceed the manufacturer's recommendation.
- Manufacturers and operators design and operation includes considerations so that the inflatable ride does not collapse onto the riders if the power to the blower(s) inflating the ride should unexpectedly fail.

Additionally, the CPSC recommends:

- A training program for the renter for the proper operation of the inflatable ride.
- A copy of the operation manual should be provided to the renter for each rental period.
- A release statement signed by the renter documenting that they have received and understand the ride operating procedures.

This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization's needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm, or damage to personnel, property, and the general public. For additional information on this topic, contact your VFIS Risk Control Representative at (800) 233-1957.

RISK COMMUNIQUÉ

Inflatable Ride Liability Considerations

The responsibilities of the organization or municipality varies depending on whether the inflatable is

- Owned by the organization or municipality
- Rented by the organization or municipality or
- Rented or owned by an outside organization, for example, a Parent-Teacher Association (PTA) may have a fund-raiser on organization grounds and rent an inflatable.

If the inflatable is provided by a contractor who also provides personnel to operate it, it is prudent for the rental contract to include an agreement holding the organization or municipality harmless from liability. Additionally a certificate of insurance should be provided from the vendor naming the organization or municipality as an additional insured. If a sponsor is involved, they should also be protected by a hold harmless. Similarly, if an inflatable is owned or rented by the sponsoring organization such as a PTA the organization should provide a hold harmless favoring the organization or municipality and a certificate of insurance provided from the sponsor. The sponsor should also obtain a hold harmless and certificate of insurance from the rental company.

In the event that the organization, municipality or sponsoring organization is providing personnel to operate an owned or rented inflatable ride the staff should be prepared to operate the equipment including:

- Reviewing relevant maintenance, set-up and operation procedures for the equipment.
- Designating trained personnel who are authorized to supervise and operate the equipment.

References:

1. U.S. Consumer Product Safety Commission, Directorate for Epidemiology, Hazard Analysis Division, estimated Number of Injuries and Reported Deaths Associated with Inflatable Amusements, 2003-2007
2. U.S. Product Safety Commission, Amusement Ride Safety Bulletin, Inflatable Rides, 12/5/2001

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WICKHAM WORKS
EXCHANGE. SHARE. MAKE.

To: Village Board of Trustees

January 28, 2019

Wickham Works Inc. would like to ask permission to host the 2nd Earth Fest Warwick at Stanley Deming Park on Saturday, May 4th and Sunday, May 5th, 2019, 10-4PM. With additional set-up/donation hours on Friday, May 3rd, 5-7PM.

The two day event, celebrating re-use, repair, recycling, and re-creating in our community will include Too Good to Toss, the third annual free community swap. Warwick town residents will be invited to drop off gently used items from a list of acceptable goods to the basketball court on Friday, May 3, 5-7PM, and Saturday, May 4, 10AM-4PM. The public is invited to shop for free on Sunday, May 5, 10AM-4PM.

Treecycle will be held on Saturday, May 4, 10AM-4PM. Now in its fourth year, it is a hands-on, family friendly, community art project using repurposed material. Hosted by local artists and makers, participants will have fun while learning ways to protect the earth. Planned events include a Bike Clinic, up-cycled crafting and repair demonstrations, kids games and making activities, and an exhibition of sculpture "trees" made by local artists and youth groups from recycled material. There will be a local makers market, live performances, and a small number of food vendors.

Parking attendants will direct traffic to off-site parking at Park Avenue School, and supervise drop-off and pick-up of items at the basketball court, and load-in and cleanup for Treecycle.

We would like to request the following from the Village:

- use of basketball court and lawn areas from restrooms to area around gazebo and pavilion (pending clearance/completion of playground build) from 1PM on Fri. 5/3 to the morning of Mon. 5/6.
- blocking-off parking spaces near entrance of basketball court for drop off and pick up.
- DPW pick up of leftovers after Salvation Army pick up on Monday morning.
- the Village contribution of one half, \$1,693.50, of the total cost to rent three tents, tables and chairs for Too Good To Toss, from Warwick Party Rental.
- 15+ orange parking cones.
- 10 reflective vests for parking volunteers.
- 4 garbage cans for basketball court; 4 garbage cans for gazebo and pavilion.
- access to water fountains and bathrooms from Friday afternoon through Monday morning.

Yours sincerely,

Earth Fest Warwick Coordinators,

Elizabeth Knight (Too Good to Toss)

Melissa Shaw-Smith (Treecycle).

VILLAGE OF WARWICK
FACILITY USE REQUEST

Today's Date 1/29/19

Date(s) Requested: May 3-6, 2019

Time of Event: SET-UP: FRI. 3, 1-3PM. OPEN TO PUBLIC, 5-7PM, SAT. 4, 8AM-3PM SET-UP.
SUN. 5, 8AM-7PM, PUBLIC 10AM-4PM. MON. 6, 8AM-1PM. OPEN TO PUBLIC 10AM-4PM

Village Park/Facility Requested: STANLEY DEMING PARK

****Please use attached map to indicated areas to be used****

Information about Group/Organization:

Name of Organization or individual: WICKHAM WORKS, INC.

Check One: ☐ Non-Profit ☒ 501(c)3 ☐ For Profit ☐ Private Event

Proof of Residency: ☒ Designated Contact: MELISSA SHAW-SMITH

Mailing Address: 3 FORESTER AVE, UNIT 8, WARWICK, RI 02886

Telephone: (Day) _____ (Evening) _____ (Cell) 917 922 0943

Information about intended use of Village Facilities:

Purpose of Use: EARTH FEST WARWICK 2019: TWO DAY EVENT CELEBRATING
RE-USE, REPAIR, RECYCLING, + RE-CREATING, INCL. TOO GOOD TO TOSS - FREE COMMUNITY SWAP
AND TREECYCLE - A FAMILY FRIENDLY COMMUNITY ART PROJECT.

Total Participants Expected: 500 Adults 200 Children

How will the event be advertised? newspapers (local), social media, posters, banner

Is Village equipment required? ☒ Yes ☐ No Cones, trash cans, safety vests

If needed, state type and for what purpose: FOR TRAFFIC CONTROL

Village of Warwick Participants: 400 Non-Resident Participants: 300

Is an admission fee charged? ☐ Yes ☒ No

If so, what will proceeds be used for: _____

Will food be served? ☒ Will food be sold? ☒

Please give details: 2-3 FOOD VENDORS - LOCAL BUSINESSES OR NON-PROFIT
GROUPS.

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the Village for the use and care of the facilities. He/she, on behalf of WICKHAM WORKS (name organization) does hereby covenant and agree to defend, indemnify and hold harmless the Village 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 of or in connection with the actual or proposed use of Village's property, facilities and/or services by WICKHAM WORKS INC (name organization).

Signature of Organization's Representative (must be a Village of Warwick Resident)

Address: 18 Church St. Telephone: 347-432-4906

\$100 sec. deposit

+

insurance
received



RECEIVED

JAN 28 2019

VILLAGE OF WARWICK
VILLAGE CLERKS OFFICE

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Facility Use Requirements**

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I have read the Facilities Use Requirements

M. Sw. Smith
Signature

Jan. 28, 2019
Date

