

USE OF FACILITIES AGREEMENT

Wyoming County Agriculture and Business Center
36 Center Street, Warsaw, NY 14569
Office: (585) 786-2251 or WyomingAgCenter@cornell.edu
Monday – Friday, 8:30 a.m. – 4:30 p.m.

Facility Use Policy and Applications are available at the Wyoming County Agriculture & Business Center (A&B Center) Reception Area and at: <https://wyoming.cce.cornell.edu/>

Submit reservations to the A & B Center Receptionist. Include: application, hold harmless waiver, certificate of liability insurance, workers comp certificate or certify it is not needed and fees including \$50.00 security deposit. All forms require same applicant name. Applications will be accepted up to one year in advance of requested rental date.

GENERAL INFORMATION

Any accident resulting in injury to any person please call 911. Damage to any A&B Center property must be reported immediately or if after business hours, the next business day to Wyoming County Building and Codes 585-786-8820.

Smoking is prohibited in all A & B Center facilities.

Admission fees may be charged only when the proceeds are to be expended for a charitable purpose. Exceptions are provided by law for Veteran Organizations and Volunteer Firemen.

Noise from any sound reproduction system, operating or playing radio, stereo, television, or similar device that reproduces or amplifies sound in such a manner as to be heard over any property line shall be prohibited. There may be meetings occurring in other conference/classrooms at the same time as yours, so please be respectful.

Applicants must supply their own plates, cups, table covers, napkins, silverware, garbage bags, dish clothes/towels and soap. No live animals should be part of a presentation in LC4 as it is adjacent to the kitchen (food preparation area). Any use of alcohol, applicant must have prior approval by contacting 585-786-8820.

No decoration or other material of any kind may be nailed, tacked, screwed, or pinned to any surface within facility.

No administrative support will be offered (i.e., copies, paper, supplies) unless agreed upon prior to reservation with your sponsoring agency.

Insurance Requirements

1. To the fullest extent permitted by law the USER shall indemnify, hold harmless and defend the County of Wyoming, its officers, directors, employees, and agents from and against any and all claims, demands or causes of action brought against any or all of them for any actual or alleged injury to any person or persons, including death, or damage to or destruction of property arising out of any act or omission on the part of USER, its employees, agents, subcontractors or guests and arising out of their use of the Wyoming County Agriculture and Business Center.
2. USER shall provide a Certificate of Insurance, naming the County of Wyoming as the certificate holder, at least 10 (ten) business days prior to the start of the event, showing evidence of the following minimum limits of insurance, or as required by law, whichever is greater:
 - a. General Liability, including contractual, independent contractors, and products/completed operations: \$1,000,000 per occurrence/\$2,000,000 aggregate. The County of Wyoming and Center Street Business Center, LLC (Building Owner) must be added as ADDITIONAL INSURED.
 - b. The County of Wyoming and Center Street Business Center, LLC (building owner) must be added as ADDITIONAL INSURED
 - c. Workers Compensation, if required by law. Initial if not required _____
 - d. Liquor Legal Liability if alcohol is provided by user- \$1,000,000. User shall be solely responsible for controlling the sale and dispensing of any alcoholic beverages as set forth in the laws of New York State.
 - e. Certificate must include description of what USER is doing. Excess liability may be required depending on service provided by USER.
3. All insurance shall be placed with insurance companies licensed to do business in the State of New York, with a "Best's" rating of "A-" or better. USER's Insurance shall be primary and noncontributory in all respects to any insurance carried by Wyoming County.
4. Certificates of Insurance shall contain a provision for at least ten (10) days' notice to Wyoming County of cancellation or non-renewal of the insurance indicated in the certificate. No work or services shall be commenced until these conditions are met and approved by the Board of Supervisors or their designee.

Conference/Classroom Fees

Conference Room	Maximum Capacity	Rate
LC 1	92	\$50 for one hour + deposit \$200 for 4 hrs. + deposit \$300 for day + deposit
LC 2	12	\$25 for 0 - 4 hrs. + deposit \$50 for day + deposit
LC 3	15	\$25 for 0 - 4hrs. + deposit \$50 for day + deposit
LC 4 (next to kitchen)	32	\$20 for one hour + deposit \$60 for 4 hrs. + deposit \$90 for day + deposit
LC 5A	30	\$20 for one hour + deposit \$62.50 for 4 hrs. + deposit \$100 for day + deposit

IT Assistance/Support may require additional fee of \$50/hour based on amount of assistance needed and time and day of event.

*Weekly and monthly rates available upon request.

*** Fee and Security Deposit payable to Wyoming County**

****SECURITY DEPOSIT of fifty dollar (\$50.00) will be returned approximately 30 days after inspection of premises determines that all is clean, and no damage was done.***

- 1. Non-Refundable if applicant cancels within 2wks of scheduled dated***
- 2. Fully Refundable if conditions of rental are complied with.***

CLEANING CHECKLIST

Please remove all personal effects, rental equipment, and decorations from A & B Center facilities. Please return tables, chairs, and other equipment to same configuration as it was originally presented (chairs do not have to be placed back on top of the tables). Return facility to condition upon leaving as it was upon arrival. Additional fees may be charged if applicant fails to comply.

All cleaning must be performed before scheduled departure time.

- **Furniture returned to the arrangement it was in at arrival**
- The remote control in room LC1 must be left in the room
- All supplies, equipment, decorations have been removed
- If there is debris on the floors - floors swept and/or dust-mopped (broom, dustpan & dust-mop located in room next to elevator; please replace when finished)
- All papers and trash bagged securely and in dumpster in rear of building.
- Refrigerator, freezer, microwave cleaned (if applicable)
- Sinks and counter tops cleaned
- Toilets flushed
- Tables and chairs wiped down
- All cleaning equipment returned to proper storage area
- Lights off

**Please note that LC1 and hallway lights are automatically controlled*

Wyoming County Ag & Business Center

Application For Use of Learning Center

To fill out form and submit, you must use Internet Explorer -OR- save the form and open with Adobe Acrobat Reader

Name of Event: _____ Event is: Public Private

Contact Name: _____ Address: _____

Business/Organization: _____

E-mail: _____ Telephone: _____

Select One: Ag Center Agency/Dept Wyoming Co Dept Municipality Not-For-Profit Business Individual

Type of Event: _____

Room	Date(s)	Number of Attendees	Arrival Time	Meeting Start Time	Departure Time
LC1 <small>(Max Capacity: 92)</small>					
LC2 <small>(Max Capacity: 12)</small>					
LC3 <small>(Max Capacity: 15)</small>					
LC4 <small>(Max Capacity: 32)</small>					
LC5A <small>(Max Capacity: 30)</small>					

View meeting room availability online at <http://wyoming.cce.cornell.edu/LearningCenter>

Will function be catered? YES NO

Wyoming County Health Inspection Certificate provided: YES NO*

*If answer is no, please have caterer contact Wyoming County Health Dept. 585-786-8890

Additional Information:

For more information/questions or to submit this form:

Contact: **Wyoming Contact Ag & Business Center Receptionist**

36 Center St. Suite B, Warsaw, NY 14569

Call **(585) 786-2251**

E-mail: wyomingagcenter@cornell.edu

In event of emergency, cancellation notice must be provided to Wyoming Ag & Business Center.

I am familiar with and agree to abide by the rules for use of this facility.

Signature: _____

Equipment Requests:

- LC1 Projector (with built-in speakers)
- HDMI Cable
- VGA with sound cable
- Wired Internet Access (Ethernet Cord)
- Guest Wireless Internet Access
- Sink/Counter
- Kitchenette access
- 65" Monitor on Cart (1 available)
Needed: 1 monitor 2 monitors

IT Assistance Requested: YES NO

(\$50/HOUR fee may be required for IT assistance)

OFFICE USE ONLY

Onsite Agency

Date Application Received _____

Date Insurance Paper Received _____

Date Deposit Received _____