

Building / Property Use Permit

SILVER LAKE INSTITUTE
PO BOX 20
SILVER LAKE, NY 14549-0020
585-237-6639
email - silverlakeinstitute@frontier.com

TENANT _____

Permanent or _____
Mailing address _____

Institute address _____
(if different) _____

Telephone number _____

Email address _____

Building or property requested (please circle)

Epworth Hoag Stody Big Dock Greenspace

I/We agree and consent to the following terms with respect to the use of the above indicted building or property

1. The Building/property will be used for _____
2. The Date(s) and time(s) requested for use _____
(No events may be planned between 10pm and 8 am)
3. The tenant will be responsible for the cleanliness and good order of the property occupied. A fee may be assessed if this requirement is not fulfilled. There is to be no food/drink on the second floor of Hoag. There is no use of Stody Hall's second floor.
4. An insurance certificate and/or a refundable deposit may be requested depending on expected usage.
5. The use, sale or possession of alcoholic beverages on Institute property is prohibited.
6. A dog must be licensed and may be on the Institute property, provided such a dog is leashed and is under the custody and control of the owner or other competent adult.
7. Additional requirements or services, such as podium, tables, chairs, alternative rain site, may be arranged.
8. The tenant waives any liability of the Institute and will hold it harmless and waives any cause or action arising out of the tenant's use of the building/property.
9. The tenant assumes any liability for any cause of action arising from the use of the space by any person or persons other than the tenant.

Tenant _____ date _____

Witness _____ date _____

For the Institute _____ date _____

Witness _____ date _____

**Use of Silver Lake Institute Property
(Epworth, Hoag, Stody, Big Dock, Greenspaces)**

FIRST PRIORITY – Institute planned/sanctioned activities by
Board of Trustees
Institute committees
Asbury Camp and Retreat Center / Shake on the Lake

THESE DATES SHOULD BE REQUESTED AND APPROVED BY
FEBRUARY 1 (of the same calendar year)

SECOND PRIORITY - Institute family activities (events planned by and for Institute residents and their immediate families)

THESE DATES SHOULD BE REQUESTED AND APPROVED BY
APRIL 1 (of the same calendar year)

THIRD PRIORITY – activities by other families referred by Institute residents (referring residents must also sign the Building/Property Use Agreement)

THESE DATES MAY BE REQUESTED AFTER APRIL 1 (of the same calendar year)

Building and Property Use Permits may be picked up at the office during regular hours or may be downloaded from the website (<http://silverlakeinstitute.org/>). You may also email SilverLakeInstitute@frontier.com and information and an agreement form will be emailed or mailed to you.

Your event is NOT official until your signed Building and Property Use Permit has been returned to the Institute. You will be notified by the Institute once your activity has been approved and officially placed on the calendar.

**Building/Property Use Permit is on the
reverse of this information.**