



**Use Request and Guidelines  
for the local non-profit Organization Awareness Area  
available at the Copake Hillsdale Farm Market.**

The Town of Hillsdale, in coordination with the Farmers Market, will have a “Community Forum” area available each Saturday at the market starting in July. The area, next to the silo, may be used by a local area non-profit organization to build community awareness and distribute information about their organization and goals. The area is **not** to be used for political purposes other than voter registration drives, fundraising or sales of any products. One group per Saturday will be allowed. Organizations must apply to Town Hall for use of the area by completing and submitting this Use Request form, proof of your non-profit status, the required insurance certificate and a signed Hold Harmless Agreement.

Approved organization will be assigned a Saturday and will agree to follow the Market’s request for setup, breakdown and parking; Set up: Booth fully set up no later than 9:00 AM. Breakdown - No earlier than 1PM, except as advised by the Market Manager. No parking, standing, or idling of vehicle near any barn entrance after 9:00 AM. During market hours you should parking in the back lot.

Insurance: All organization are required to provide proof of insurance coverage. We request a Certificate of Liability with the certificate naming the town of Hillsdale, NYS Park Parks & Recreation and its people as additional insured.

Roeliff Jansen Hold Harmless Agreement must be agreed upon and signed.

Organization will need to provide a copy of this approved Use Request Form to the Farm Market Manager before setting up.

Please print information

APPLYING ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

CONTACT PERSON PHONE # \_\_\_\_\_

Brief description of the organization plan to build community awareness and distribute information about their organization and goals

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatura \_\_\_\_\_ Date \_\_\_\_\_

For the Town of Hillsdale

Signature of the approver \_\_\_\_\_ Date of approval \_\_\_\_\_

Approved Community Forum Date: \_\_\_\_\_