

# Newport Recreation Department

## Rental Agreement

Rental agreement between \_\_\_\_\_  
(Name) (Phone #)

Of \_\_\_\_\_  
(Address)

Hereinafter referred to as USER and the Newport Recreation Department , hereinafter referred to as OWNER. USER agrees to rent the following OWNER facilities on the dates and times for the purposes as specified:

Date to be used: \_\_\_\_\_ Time to be used: \_\_\_\_\_

Type of function: \_\_\_\_\_

### **The Weight Room & Spinning Room is off limits**

Equipment to be used: Pool table \_\_\_\_\_ Balls \_\_\_\_\_ Kids toys \_\_\_\_\_

Special equipment needed: \_\_\_\_\_

Hourly rate: Resident \$30.00 Non-resident \$35.00 per hour  
Total rental fee: \_\_\_\_\_ \$

**Security Deposit: \$100.00 CASH** (returnable IF Rec is clean, Rec facility & items are not destroyed, and key is returned)

Recreation staff required Yes \_\_\_\_\_ No \_\_\_\_\_ Staff fees: \_\_\_\_\_

Chaperones	Name	Age	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**Method & time of payment:** USER will remit a security deposit of \$100.00 cash upon signing the agreement. The remaining balance of \$\_\_\_\_\_ must be received by the OWNER prior to the event listed above. All checks will be made payable to the Newport Recreation.

**Security Deposit:** The deposit will be returned to the USER by OWNER within 10 days of the final event listed above, provided that USER has not violated the rules set forth in the rental contract. I have read and understand the terms of this contract. I understand that failure to comply with any term of the contract will result in forfeiture of the security deposit.

**PLEASE READ THE RULES & REGULATIONS ON THE  
BACK OF THIS FORM & SIGN...Thanks**

## RULES

1. At any event that charges an admission, a Recreation Department staff member will be on duty at an hourly rate of \$20.00 per hour, to be paid by the USER at the completion of the event.
2. The USER shall be responsible for set-up, breakdown, and **clean-up** within the rental period. Should the facility be left in unacceptable condition, the USER will be charged (or will have the security deposit withheld) at a rate of \$30.00 per hour for janitorial services.
3. The USER is **responsible for any damage to the facility or equipment**. All or portions of the security deposit may be withheld, based on current replacement rates. If damage (repair/replacement) cost exceeds security deposit, the USER will be required to pay the **additional expense**.
4. Chaperones are required for groups whose participants are below 18 years of age. All chaperones must be 18+ years of age and are subject to approval by the Recreation Director. Minimum ratio of chaperones to participants is 10:1 for an activity closed to the public. For an open activity (dances, etc) a minimum of 6 chaperones is required.
5. Facility rental is not available to Commercial Agencies or groups (1982 Town Ordinance).
6. The USER is responsible for maintaining safety standards with the facility (answering telephone, snow removal from walkway, etc). All lights are to be turned off and EMERGENCY DOORS LOCKED before leaving.
7. **NO ALCOHOLIC BEVERAGES ARE PERMITTED. SMOKING IS NOT PERMITTED** in the Recreation Department or on the grounds.
8. The Newport Recreation Department or The Town of Newport may revoke groups or individuals rental privileges and security deposit, at anytime, should any of the above stipulations not be met.

Date \_\_\_\_\_  
USER

Signature \_\_\_\_\_  
USER

Date \_\_\_\_\_  
OWNER

Signature \_\_\_\_\_  
RECREATION DIRECTOR