

Date Received:

____/____/____

In Rec Desk/ on Calendar
(staff initials):



Newport Recreation Facility Use Agreement

(603) 863-1332

17 Meadow Road, Newport, NH 03773

email: recreation@newportnh.gov

Name		D.O.B.	
Address		City	Zip
Email		Phone	
Rental Date	Time of rental:		Expected number
Equipment requested (circle all that apply):			
Bounce House	Tables	Chairs	Projector TV Other:

List any items/equipment you wish to bring onto the property:

Purpose of rental:

	ROOM RENTALS	Resident	Non-Resident	(Fees based on 4-hour rental, includes set-up and clean-up)	Amount due
1.	RUGER Meeting Room (cap 31)	\$50/hour	\$60/hour	Exempt: Newport based Non-Profits, subject to availability	\$
2.	Bar Harbor Room Meeting/Seminar (cap 133)	\$175	\$225	(additional fees apply after 4 hours of rental)	\$
	BIRTHDAY RENTALS				
3A.	Bar Harbor Room only (cap 133)	\$175	\$225		\$
3B.	Rec Room (cap 33), ½ Gymnasium (cap 436)	\$275	\$325		\$
3C.	Bar Harbor Room, Rec Room, ½ Gymnasium	\$400	\$475		\$
3D.	Bar Harbor Room, Rec Room, and full gym	\$500	\$600		\$
4.	Meadow Park Pavilion	Donation	Donation	Reservations recommended. Based on availability	
5.	Gymnasium (based on availability, ½ gym) (cap 600, bleachers 436)	\$100/per hr	\$125.00/hr		\$
***	REFUNDABLE (via check from Town Office, 2-4 weeks after rental)	SECURITY	DEPOSIT	PAYMENT DUE 14 DAYS IN ADVANCE	\$250.00
Circle one	Check #	Cash	Rec Desk credit card	Security Deposit	\$250.00
				Rental Amount Due	\$
				AMOUNT PAID	\$

SUPERVISION & RESPONSIBILITIES:

1. The FACILITY USER is responsible for the conduct and control of patrons and participants at the event/activity and must be present at the facility throughout the rental period.
2. The FACILITY USER shall see that the facility is left in the same condition as when the group entered. Please remove all trash from the rented rooms and bring it to the dumpster in the parking lot.
3. The FACILITY USER is the responsible adult listed in this agreement and shall be liable for any property damages caused by the activity. The cost of repair or replacement shall be paid, and said person may be denied further use of the facilities.
4. The FACILITY USER shall use only those areas specified and designated by the agreement. The facilities shall not be sub-loaned.
5. The Town of Newport may impose a security/damage deposit on any event/activity deemed necessary and appropriate.
6. **CANCELLATION:** The FACILITY USER must contact the Newport Recreation Department if canceling their event or forfeit their security deposit. Notification of cancellation must be done **five (5)** days before the event date listed.

FACILITY RULES

- **No outside shoes are allowed on the gymnasium floor.**
- **No food or drink** is allowed in the gymnasium. Water is acceptable and must be in a covered container.
- **No pets** are allowed inside the premises.
- **No Tobacco, alcohol, or drugs allowed** (Town of Newport Ordinance: Section 22.1.4)
- **Do Not** hang items or use adhesives on the walls.
- **Do not** move furniture without permission from a staff member on duty.

FACILITY USER agrees to hold harmless the Town of Newport, its employees, and agents from any liability for personal injury, bodily injury, contractual liability, and damage to property sustained arising out of the activities of the FACILITY USER or those of its invitees, whether this agreement authorizes such an act or not; FACILITY USER shall pay for all loss or damage to the property of the Town. The Town assumes no responsibility for any property placed on the premises. The FACILITY USER shall be liable for any injuries resulting from negligence during such use and shall bear the cost of insuring against this risk and defending against claims arising from the risk. Proof of insurance: a certificate of insurance in the requested amount may be required.

FACILITY USER agrees that the Town makes no representations or warranties as to the condition of the facilities which the FACILITY USER is using, and FACILITY USER agrees to take such property and facilities "AS IS." FACILITY USER agrees to inspect such property and facilities before they are used and take affirmative steps to warn users or rectify hazards to prevent injury to property and persons.

I have read and agree to all terms and conditions listed on pages one and two of this Facility Use Agreement Form. By signing below, I accept the Hold Harmless Provisions and Usage Criteria on page 2 of this form.

Applicant's Signature _____ **Date** _____



Approved by:

Recreation Director _____ Date _____

Town Manager _____ Date _____