

Newport Recreation Center

Facility Use Reservation Contract

225 SE Avery St. Newport, OR. 97365 • (541)265-7783 FAX (541)574-6596

Organization Name: _____

Applicant Name: _____

Address: _____ City: _____ Zip: _____

Work Phone : () _____ Home Phone : () _____ FAX : () _____

Day(s) of Week: _____ Date(s) of Use: _____

Rental Hours (*must include set-up & clean-up times*): From: _____ To: _____

Day(s) of Week: _____ Date(s) of Use: _____

Rental Hours (*must include set-up & clean-up times*): From: _____ To: _____

Type of Activity: _____ **Number Attending:** _____

Event Theme and name of honoree: _____

Select Room and Room Arrangement: Capacity# is based on no tables and chairs. Capacity number decreases with table and chair setup. Food & Beverages (**F&B**) are NOT allowed in Gyms and some rooms that have carpeting. **Please include SET-UP & CLEAN-UP time with your reservation. No early access to rooms & events must end on time as other renters will need to access the room.**

Room type	Cost PER HOUR	Resident	Non-Resident
_____ 117 Classroom (max. #36)		\$22.50	\$26.50
_____ 105 Meeting room (max. #35) No F&B		\$22.50	\$26.50
_____ 129 Aerobics room (max. #40) No F&B		\$28.00	\$34.00
_____ 124 A & B Multi-use room (max. #132)		\$72.50	\$87.50
_____ 124B 1/2 Multi-use room (max. #66) Kitchen use extra		\$36.50	\$43.50
_____ 124A 1/2 Multi-use room (max. #66)		\$36.50	\$43.50
_____ Kitchen use in 124 B or 124 A & B		\$7.50	\$9.00
_____ Full main gym (max. #638) No F&B		\$73.00	\$88.00
_____ 1/2 main gym (max. #319) No F&B		\$37.25	\$44.50
_____ Small gym (max. #366) No F&B		\$37.25	\$44.50

Extras & Equipment:

_____ Portable sound system or TV monitor/CPU \$21.50 \$26.00

_____ Polycom Conference Phone \$18.50 \$22.50

_____ 30 or 100 cup Coffeemaker \$21.50 \$26.00

(renters must provide your own coffee & supplies)

_____ Play Equipment (newborn thru age 4) \$7.50 \$9.00

Swimming: Does your group plan to swim? _____ Number of swimmers _____

Swim times _____ to _____

Pool capacity restrictions may be in place due to staffing. Also, individual members will be able to use the pool throughout the day. A reservation does not mean you will have the pool to yourselves. Group users should be prepared to wait to swim if pool has reached its capacity limit. To guarantee group pool use, reservations are required in advance, please email: play@NewportOregon.gov.

Applicant's Signature: _____ **Date:** _____

Room Set-up Requests

Please choose a room set-up from the list below OR draw a diagram below for room set up

_____ **Classroom:** rows of chairs and tables facing front, rectangular table at front

_____ **Conference:** rows of chairs facing front, rectangular table at front

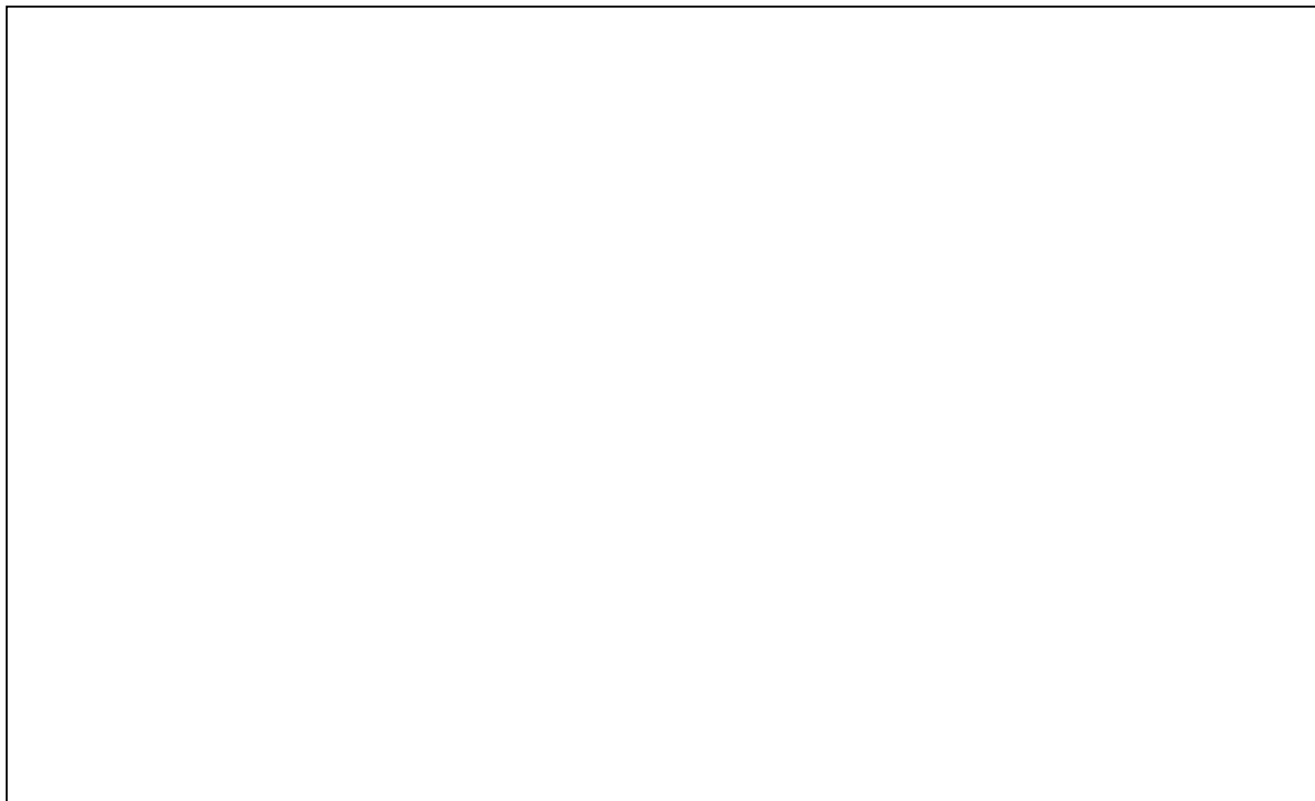
_____ **Dining:** round tables with 6-7 chairs at each, rectangular tables for food

_____ **Reception:** round/rectangular tables at end of room, chairs around perimeter of room

_____ **Meeting:** tables in a square or U shape with chairs around the outside

_____ **Tables, round#** _____ **or long#** _____

_____ **Chairs#** _____



Office use

Reserved by _____
(Employee signature)

Within Normal Recreation Center Hours: Yes No If No, Approved by: _____

E-mail group _____

Management Initials

Special Arrangements/Notes: _____

Rental Policy Statement:

- 1) City sponsored events will have priority for space.
- 2) Rooms will be scheduled on a first-come, first-served basis. Reservations may be made up to a maximum of twelve (12) months prior to the date and at least 24 hours prior to the rental.
- 3) Applications may be made for no more than 3 consecutive months at a time.
- 4) Applicants must be 21 years of age or older.
- 5) **The date is reserved when application and payment are received.**
- 6) Rooms are scheduled on a first-come, first-served basis. Reservations may be made up to a maximum of twelve (12) months prior to the desired date and at least 24 hours prior to the rental. A facility cancellation fee of \$10 will be charged for each reservation \$100 and higher. Refunds will not be made for events/reservations not utilizing the full rental time period.
- 7) **No early set-up or late cleanup.** Set up and cleanup times must be included in the rental hours. Other renters may be reserved ahead or behind your time slot.
- 8) Only free-standing decorations are permitted. Do not affix anything to ceiling, walls, doors, columns or windows. Magnets and/or suction cups are acceptable for windows or window frames. **Candles or open flames are prohibited. Rice, birdseed, confetti, dance wax, bubbles, glitter, etc. are not allowed inside or on the outside terrace.**
- 9) Smoking/vaping is not permitted within the facility.
- 10) Alcoholic beverages are not permitted on the premises.
- 11) Weapons & controlled substances are prohibited. Possession will result in removal from the facility.
- 12) Staff has authority to assign rooms as needed.
- 13) Facility renters are responsible for controlling noise that may be disturbing to other activities.
- 14) The City is not responsible for personal injuries, damages, or lost property.
- 15) Desk Staff reserves the right to request a group or organization to relinquish specific time and/or space if the activity conflicts with community-oriented programs.
- 16) The City reserves the right to adjust fees as necessary.
- 17) For your protection, you may obtain Public Liability Insurance while on City property to indemnify against loss resulting from bodily injury and/or property damage through your insurance agent.
- 18) **Facility use requests outside of regular hours must be approved by management and may incur additional costs.**
- 19) All guests must remain in their allotted rental space unless they have rented other areas.
- 20) **Children are NOT permitted to run, play games, or make noise in the halls or foyer.**

RELEASE FROM LIABILITY AND INDEMNIFICATION

In consideration for and as a condition of the use of the above stated facility, the applicant shall hold the City of Newport, (hereafter known as "City"), its employees and agents harmless from any claim, loss or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the City, its employees and agents. The applicant shall indemnify the City, (1) for any damage to the City's property occurring during the use thereof, whether or not the applicant is responsible (2) for expenses and costs, including attorney's fees, incurred by the City or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

I have read, understand and agree to abide by the Rental Policy Statement and Fees for the type of facility I am applying to rent and I will be present at the facility during its use. I further realize the ramifications of failure to abide by the policies and/or permit requirements. I understand that submittal of this application does not guarantee approval of my application.

Applicant's Signature _____ **Date** _____

