Newport Recreation Center

Facility Use Reservation Contract Request

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: From: _____ to: _____

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

Rental Hours: From: _____ to: _____

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

Select Room and Room Arrangement:

_____ 1/2 Classroom (max. 18*)
_____ Aerobics room (max. 40*)
_____ Multi-use room (max. 132*)
_____ 1/2 Multi-use room (max. 66*)
_____ Full main gym (max. 638*)
_____ Small gym (max. 366*)
_____ Classroom (max. 36*)
_____ Meeting room (max. 35*)
_____ 1/2 Multi-use room w/kitchen (max. 66*)
_____ Multi-use room w/kitchen (max. 132*)
_____ 1/2 main gym (max. 319*)
_____ Play Equipment (newborn thru age 4)

*Capacity does not include set up with tables.

Please draw a diagram for room set up on the reverse side of this page

_____ 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

<u>Customers signature is required on reverse side of this page.</u>

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: _____

_____

_____

_____

Room Set up Diagram

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 therefore and (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 _____

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 desired date and are preferred 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) Refunds will be granted with 24 hours advance notice of cancellation. Refunds will not be made for events not utilizing the full rental time period. A $5.00 cancellation fee will be charged. No fee if refund applied as household credit.
7) 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, etc. are not allowed inside or on the outside terrace.
8) Smoking is not permitted within the facility.
9) Alcoholic beverages are not permitted on the premises.
10) Weapons and controlled substances are strictly prohibited. Possession will result in dismissal from the facility.
11) The Control Desk Staff has authority to assign rooms as needed.
12) Facility renters are responsible for controlling noise that may be disturbing to other activities.
13) The City is not responsible for personal injuries, damages, or lost property.
14) The Control 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.
15) The City reserves the right to adjust fees as necessary.
16) For your protection, you may wish to obtain Public Liability Insurance while on City property to indemnify against loss resulting from bodily injury and/or property damage. Your personal insurance agent or an insurance agent can assist you.
17) Facility use requests outside of our regular open hours must be approved by management and may incur additional costs.

RENTAL FEES

1/2 Classroom	$11.75/hour
Full Classroom, Meeting room,	$18.00/hour
Aerobics room	$19.00/hour
1/2 Multi-Use room	$29.50/hour
Full Multi-Use room	$59.00/hour
*Kitchen, additional	$ 6.00/hour
1/2 Main Gym or Small Gym	$29.50/hour
Play Equipment (newborn thru age 4)	$ 5.75/hour
Full Gym	$59.00/hour

EQUIPMENT: The following equipment is available for rental groups:

Portable sound system	$17.25
TV/VCR	$17.25
Overhead Projector	$17.25
Disco Ball	$11.50
30 cup Coffeemaker	$11.50 (provide your own coffee & supplies)
100 cup Coffeemaker	$11.50 (provide your own coffee & supplies)
Gas Grill	$23.00 (includes utensils)