



*Newport*  
**PARKS &  
RECREATION**

# Facility Use Reservation Application

Applicant Name:	Phone:
Organization(if applicable):	
Address:	City/State/zip
Email:	
Event Description:	
Event Date(s):	Type: <input type="checkbox"/> One Time <input type="checkbox"/> Ongoing
Day: <input type="checkbox"/> Su <input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa	Repeats: <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily
Start Time: (including Set-up)	End Time: (Including Clean-up)

## Facility/Location:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> 105 Meeting Room          | <input type="checkbox"/> 117 Classroom               | <input type="checkbox"/> 129 Aerobics Room | <input type="checkbox"/> 124 Multipurpose Room |
| <input type="checkbox"/> 124 A ½ Multipurpose Room | <input type="checkbox"/> 124 B ½ Multipurpose Room   | <input type="checkbox"/> 124 with Kitchen  | <input type="checkbox"/> 124 B with Kitchen    |
| <input type="checkbox"/> Large Gym                 | <input type="checkbox"/> Half Large Gym              | <input type="checkbox"/> Small Gym         |  |
| <input type="checkbox"/> Big Creek Park Shelter    | <input type="checkbox"/> Don & Ann Davis Park Gazebo |  |  |

## Aquatic Center Usage:

- Does your group plan to swim? ☐ Yes ☐ No Number of swimmers: \_\_\_\_\_ Swim Times: \_\_\_\_\_ to \_\_\_\_\_.
- Groups of 20 or more swimmers are required to rent the pool. To schedule a pool rental, please contact the Aquatic Center at 541-265-7770 or play@newportoregon.gov.
  - A Recreation Center reservation does not guarantee your group pool time.
  - Pool capacity restrictions may be in place due to staffing. Group users should be prepared to wait to swim if pool has reached its capacity limit.
  - Aquatic Center reservations are required in advance to guarantee pool usage. Please contact the Aquatic center at 541-265-7770 or email play@newportoregon.gov.

**Extras:** ☐ Table(s) in Lobby for Admission ☐ Tables in Hallway for vendors ☐ Reserve Track/ or use for spectating

## Equipment for Rent:

- ☐ 30 or 100 Cup Coffee Maker (must supply your own coffee and supplies) ☐ Play Equipment (for children up to age 4)
- ☐ Portable Sound System ☐ TV Monitor/CPU (117) ☐ Conference Phone ☐ Projector

Yes No	Is this event open to the public?	Yes No	Will admission be charged, or items sold?
<input type="checkbox"/> <input type="checkbox"/>	Will there be 50 or more participants?	<input type="checkbox"/> <input type="checkbox"/>	Will there be amplified sound?
<input type="checkbox"/> <input type="checkbox"/>	Estimated Attendance: _____	<input type="checkbox"/> <input type="checkbox"/>	

If yes to any of the above questions, a Special Event Permit and/or insurance may be required.

- ☐ I accept that events lasting two or more days, with over 50 attending, incur an additional fee for a dumpster of \$114.00.
- ☐ I accept that any reserved hours outside of normal operating hours incur additional staff fees of \$34.70 per hour.
- ☐ I accept that usage of the Large Gym or Aerobics Room requiring the covering of the floor incurs an additional fee of \$52.00. (Floor must be covered for use of tables, chairs, or structures such as stage or platform.)

☐ I understand that a cleaning deposit of 25% is required, and will be refunded if the room is clean after use.

# Room Set-up Requests

Please choose a room set-up from the list below

\_\_\_\_\_ 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 8' # \_\_\_\_\_ or 6' # \_\_\_\_\_ Chairs# \_\_\_\_\_

If needed, attach an extra page with a diagram.

Room Capacity:

Meeting Room 105 Max 35

Multi-purpose Room 124 Max 132

Aerobics Room Max 40

Half Main Gym Max 319

Classroom 117

Half Multi-purpose Room

Full Main Gym

Small Gym

Max 36

Max 66

Max 638

Max 366

Capacity# is based on no tables and chairs. Capacity number decreases with table and chair setup.

## Fee Schedule

Facility/Area (hourly fees)	Standard	Resident Discount	Non-Profit	Equipment & Extras:	Standard	Resident Discount	
Meeting Room 105	\$28.00	\$24.00	50%	Portable Sound System	\$27.00	\$23.00	
Classroom 117	\$28.00	\$24.00	50%	TV Monitor with CPU	\$27.00	\$23.00	
Multi-purpose Room 124	\$70.00	\$58.00	50%	Conference Phone	\$24.00	\$20.00	
Half Multi-purpose Room 124 A or B	\$35.00	\$29.00	50%	Projector	\$27.00	\$23.00	
Kitchen	\$10.00	\$8.00	50%	30 or 100 Cup Coffeemaker	\$27.00	\$23.00	
Aerobic/Dance Room 129	\$35.00	\$29.00	50%	Play Equipment (for children up to age 4)	\$10.00	\$8.00	
Full Main Gym	\$90.00	\$76.00	50%	Big Creek Park Equipment bag (\$10 refundable damage deposit)	\$22.00	\$19.00	
Half Main Gym (East or West Gym)	\$47.00	\$39.00	50%	Dumpster fee (Required for Events 2 days or longer)	\$114.00	\$114.00	
Small Gym	\$47.00	\$39.00	50%	Covering for Large Gym Floor (required for events in Large Gym)	\$52.00	\$52.00	
Child Center	\$28.00	\$24.00	50%	Extra Staff (Required for any reserved time outside of normal operating hours.)	\$39.50	\$39.50	
Lobby (when used for Event Admission)	\$26.00	\$22.50	50%				
Hallway (When tables are used for vendors or registration outside of a room.)	\$24.00	\$ 20.00	50%				
Track (if used during an event so as to prevent public use.)	\$26.00	\$22.50	50%				
Big Creek Park Shelter - 4 hours or less	\$38.00	\$32.00					
Big Creek Park Shelter - over 4 hours	\$76.00	\$64.00					
Don & Ann Davis Park Gazebo (2 hour increments)	\$32.00	\$26.00					

## 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 72 hours prior** to the rental. **Short notice rentals may not be scheduled if staffing does not support the added event. All reservations must be approved by Admin.**
3. Rental fees and cleaning deposit must be paid no later than 48 hours prior to scheduled rental. If payment is not received by the deadline, the rental will be cancelled. For rentals classified as special events, the cleaning deposit must be paid at least 7 business days before the event begins. The remaining balance is due within 7 business days after the event concludes. Any refund from the cleaning deposit will be applied toward the balance due before payment.
4. Applications may be made for no more than 3 consecutive months at a time. A new form must be filled out to reserve rooms again.
5. Applicants must be 21 years of age or older.
6. Refunds will not be issued for requests made less than 10 business days prior to the date of a scheduled facility rental. If a cancellation request is not received, no refund will be given. A facility cancellation fee of \$10 will be charged for each reservation under \$100, and \$25 for reservations \$100 and higher. Refunds will not be made for events/ reservations not utilizing the full rental time period. Big Creek Park reservations start on the first Monday in March of the year of the requested rental.
7. No early set-up or late cleanup. Set up and cleanup times must be included in the rental hours. Early arrival, or staying late, can result in added fees.
8. The City reserves the right to adjust fees as necessary.
9. Users will assume liability for any damage to the facility while in its use. Any rentals that qualify as a special event will provide City of Newport a Certificate of Liability Insurance with limits of \$1,000,000. The party making the reservation shall assume full responsibility and liability for the activity.
10. The City is not responsible for personal injuries, damages, or lost property.
11. 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.
12. Smoking/vaping is not permitted on the Newport Recreation Center and Newport Aquatic Center property, and within the boundaries of all City of Newport parks, excluding parking areas. (See chapter 9.20 of City of Newport Municipal Code.)
13. Alcoholic beverages are not permitted on the premises.
14. Weapons & controlled substances are prohibited. Possession will result in removal from the facility.
15. Facility renters are responsible for controlling noise that may be disturbing to other activities.
16. Facility use requests outside of regular hours must be approved by management and may incur additional costs.
17. Reservations do not necessarily provide usage of other areas of the facility.
18. Children are NOT permitted to run, play games, or make excessive noise in the halls or foyer.
19. For *Big Creek Park Shelter* or *Don & Ann Davis Gazebo* rental, if a reservation is transferred to the Recreation Center, the difference in rental fees will be charged. Refunds will not be issued for inclement weather.

### 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 \_\_\_\_\_

### FOR STAFF USE ONLY

Reservation approved by Admin? <input type="checkbox"/> Yes <input type="checkbox"/> No	Admin _____
Is reservation within normal operating hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, Approved by: _____
Total Fees: _____	Date Paid: _____
	Payment received by: _____
<input type="checkbox"/> Set up received	Staff _____ Date: _____
<input type="checkbox"/> If insurance required, proof received.	Staff _____ Date: _____
<input type="checkbox"/> Special Event Permit from City Of Newport (if applicable)	Staff _____ Date: _____
<input type="checkbox"/> Parking plan received, if required. (if applicable)	Staff _____ Date: _____
<input type="checkbox"/> Fee Waiver from City Of Newport approved (if applicable)	Staff _____ Date: _____

# Birthday Party Packages

Room rental fee is not included in party packages. Customers must pay a separate fee for room rentals.

<input type="checkbox"/> Package A	<input type="checkbox"/> Package B	<input type="checkbox"/> Package C
Themed decorations	Themed decorations	Themed decorations
Themed photo backdrop + props	Themed photo backdrop + props	Themed photo backdrop + props
Plates, napkins, utensils	Plates, napkins, utensils	Plates, napkins, utensils
2 large pizzas (4 for 16-30 and 6 for 31-45)	Cupcakes	2 large pizzas (4 for 16-30 and 6 for 31-45)
Additional pizza (\$20)	Ice cream cups	Additional pizza (\$20)
Juice or soda		Juice or soda
		Cupcakes and ice cream
<input type="checkbox"/> 1-15 guests: \$240 (\$200 w/resident discount)	<input type="checkbox"/> 1-15 guests: \$222 (\$185 w/resident discount)	<input type="checkbox"/> 1-15 guests: \$270 (\$225 w/resident discount)
<input type="checkbox"/> 16-30 guests: \$300 (\$250 w/resident discount)	<input type="checkbox"/> 16-30 guests: \$270 (\$225 w/resident discount)	<input type="checkbox"/> 16-30 guests: \$372 (\$310 w/resident discount)
<input type="checkbox"/> 31-45 guests: \$372 (\$310 w/resident discount)	<input type="checkbox"/> 31-45 guests: \$320 (\$255 w/resident discount)	<input type="checkbox"/> 31-45 guests: \$480 (\$400 w/resident discount)

## Pizza Options:

☐ Cheese (#    )      ☐ Pepperoni (#    )      ☐ Hawaiian (#    )

## Themes:

☐ Under the Sea    ☐ Princess    ☐ Dinosaurs    ☐ General birthday theme

**Name and age of person celebrating:**

## Add-ons Available:

### Games:

☐ Pin the tail on the donkey    ☐ Bowling    ☐ Hula hoops  
☐ Ring toss    ☐ Corn hole    ☐ Giant jenga

\$5 per game.

☐ **Emailed to Recreation Superintendent, Program Specialist, Recreation Leader, Financial Administrative Specialist.**

Birthday party package requests must be submitted at least two weeks in advance and are subject to staff and facility availability.