



# TOWN OF JAMESTOWN

Parks & Recreation Office

P.O. Box 377

41 Conanicus Ave.

JAMESTOWN, RHODE ISLAND 02835

Recreation Office (401) 423-7260

Teen Center (401) 423-7261

Fort Getty (401) 423-7211

Fax (401) 423-7229

## Jamestown Parks & Recreation Department

Application for use of Recreation Department Buildings and Grounds

Facility Requested: \_\_\_\_\_

Date(s): \_\_\_\_\_ Days of the Week: S/M/T/W/Th/F/Sa (Circle)

Time Requested: \_\_\_\_\_ to \_\_\_\_\_ (Please Include Prep & Clean Up)

Additional Equipment: P.A. \_\_\_\_\_ Sports Equipment \_\_\_\_\_ Other \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Description of Event / Use of Facility:

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Estimated Number of Participants: \_\_\_\_\_ Admission to be charged: Yes \_\_\_ No \_\_\_

### FEE STRUCTURE

Facility	Jamestown School	Local Non-Profit	Non-Local Non-Profit	Local Profit	Non-Local for Profit
Rec Center Gym	No Charge	\$20/hr	\$30/hr	\$25/hr	\$40/hr
Lobby Only	No Charge	\$15/hr	\$30/hr	\$25/hr	\$40/hr
Equipment Use	No Charge	\$5/hr	\$10/hr	\$10/hr	\$20/hr
Lawn Ave Field	No Charge	No Charge	\$10/hr	\$10/hr	\$20/hr
Eldred Ave Field	No Charge	No Charge	\$10/hr	\$10/hr	\$20/hr
Beaches	No Charge	No Charge	\$10/hr	\$10/hr	\$20/hr

- Non-Profit organizations need to provide non-profit form 501(c)(3)
- All Individuals / Organizations reserving facilities must supply a certificate of insurance naming the Town of Jamestown as an additionally insured party.
- If your request requires the building to be opened during non-business hours, a 3 hour minimum may apply.



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**Facility Use Agreement and Release/Indemnification**

- In consideration for being permitted to use the facilities of the Town of Jamestown, \_\_\_\_\_ (hereinafter "Applicant"), agrees to indemnify and hold harmless, the Town of Jamestown, its officers, employees, insurers, from and against all liability, claims and demands, which are incurred, made, or bought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Jamestown, its officers, or its employees, of any other cause whatsoever.
- By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the user is responsible for any damage to equipment or the facility/grounds. Failure to reimburse the Town for damages will result in loss of future privileges. If the facilities are not left in the original condition, the Town of Jamestown reserves the right to charge for any additional work required to return the facility back to its original condition.

The signature below indicates that the requesting group and/or individual is in agreement with the procedure listed on this form.

**I HAVE READ THE PARTICIPATION WAIVER AND THE GENERAL REGULATIONS FOR FACILITIES USE FOR ATTACHED TO THIS APPLICATION AND ACCEPT THE RESPONSIBILITIES IMPOSED.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## GENERAL REGULATIONS FOR FACILITIES USE

*Please initial in the space provided after each regulation*

1. All requests are handled on a first come, first serve basis. The Town of Jamestown activities have priority. The Jamestown Parks & Recreation Department reserves the right to deny a facility request if the activity is deemed inappropriate, dangerous, or potentially damaging to the facility or equipment. \_\_\_\_\_
2. A member of the Jamestown Parks and Recreation staff is required and must be on duty when the Recreation Center is in use. The cost to be borne by the individual/group requesting the building. The property shall not be defaced by the driving of tacks, nails, etc. into the Lobby or Gymnasium walls. \_\_\_\_\_
3. Upon receipt of this application, the Director or his/her designee shall review the request and if approved, forward the approved copy to the applicant, within (5) business days. Applications that are denied by the Director or his/her designee will be returned to the applicant stating the reason for such denial. \_\_\_\_\_
4. No alcoholic beverages may be consumed inside the Recreation Center, its property or any playing fields/courts. The use of tobacco products is prohibited inside the Recreation Center, its property and at all playing fields/courts. \_\_\_\_\_
5. Proof of \$1,000,000 liability insurance and a certificate of insurance naming the Town of Jamestown as additional insured will be required of all Non-Town organizations or Jamestown organizations whenever the public is invited or admission is charged. The certificate must be received at least 2 weeks prior to the date requested. \_\_\_\_\_
6. Screening of personnel having contact with children is the responsibility of the organization requesting use of the facility/fields. \_\_\_\_\_
7. Jamestown non-profit organizations may be entitled to a waiver of the user fee for annual public events planned and requested at least 60 days in advance, not to exceed 20 hours each calendar year. Periodic meetings and activities planned on shorter notice will be not eligible for a fee waiver. The Recreation Center may NOT be available on legal holidays.  
\_\_\_\_\_
8. The user agrees to collect all trash generated by the event or activity and return the facility to its original condition. All furniture and game tables will be placed in their original locations should they need to be moved. The Jamestown Parks and Recreation Department reserves the right to deny or cancel any facility request if it has been determined according to a decision of an appropriate Federal or State agency that the requestor has failed to comply with any applicable Federal or State laws with respect to discrimination based on race, gender, ethnicity, wealth or sexual orientation. \_\_\_\_\_
9. At the discretion of the Jamestown Recreation Department, and in conjunction with the respective town Police and Fire Departments, a detail officer(s) and/or fire fighter(s) may be required for a particular event. The cost of this service shall be borne by the individual/group make the application at such rate as is determined by the town's Police and Fire Departments. \_\_\_\_\_