



## **INDOOR FACILITY RENTAL PROCEDURES**

Thank you for your interest in reserving one of the South Kingstown Parks and Recreation Department's indoor facilities. A facility reservation request form is attached.

Neighborhood Guild Hours: The Neighborhood Guild is available for rent:

Monday through Thursday: 8:15am to 7:45pm

Friday: 8:15am to 4:45pm

Please consider reserving the Rec Center for events planned for weekends.

Please note the following:

1. Department personnel will respond to your request within 24 hours of your initial inquiry for all requests received Monday through Thursday. Requests received Friday through Sunday will be processed no later than 12:00 p.m. on Tuesday. Where applicable, responses will be made via e-mail.
2. Once initial approval is given, an invoice will be sent to you indicating the payment due date. Failure to make payment on time, may result in the cancellation of your facility permit.
3. If the reservation request contains multiple dates, payment due dates are based on the first date requested.
4. Cancellation/Refund Policy: If your reservation is cancelled more than two weeks prior to the activity, all payments are returned in full, minus a \$5 processing fee. If a reservation is cancelled within 2 weeks of the event, then the 50% deposit is forfeited.
6. Birthday parties, bridal showers, baby showers etc. must reserve the room for 3 hours and shall be charged \$36 for South Kingstown residents and \$45 for Non-residents and For Profit groups. An additional fee will be charged for hours requested over the 3 hour minimum.

### **User Fee Schedule**

	SK Resident/ <u>501c3 Organizations</u>	All <u>Others</u>
Guild Gymnasium	\$25/hour	\$35/hour
Guild Classroom(*)	\$12/hour	\$15/hour
501c3 Youth Organizations	No charge for up to 3 hrs per month	
Nature Center	\$20/hour	\$35/hour
Main Street Comfort Station	\$20/hour	\$30/hour

## **FACILITY USE PROCEDURES**

1. All facility requests are accepted on a first come, first served basis and will only be accepted six months in advance of the requested date (unless otherwise noted). Listed below is the priority usage for South Kingstown Parks and Recreation (SKPR) facilities.
  - A. SKPR classes and programs.
  - B. South Kingstown School Department Activities.
  - C. South Kingstown youth sports leagues and private schools.
  - D. All other groups.
  
2. NO alcoholic beverages may be consumed at SKPR facilities. NO candles or open flames are allowed in the Neighborhood Guild (with the exception birthday candles on the cake).
  
3. If required, all fees and/or insurance documents must be submitted before the facility request will be approved.
  
4. SKPR reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause damage to the facility.
  
5. SKPR reserves the right to deny a facility request if the activity is deemed inappropriate to avoid over-utilization of a facility, or to protect the facility's infrastructure.
  
6. The user agrees to collect all trash generated by the event and return the facility to its original condition. The user is responsible for any damage to the facility that may occur during the event. Failure to reimburse SKPR for damage incurred may result in loss in forfeiture of facility use fees and or loss of future use of SKPR facilities.
  
7. The Nature Center and Main Street Comfort Station are available for rental based on a restricted use, fee and availability schedule. Please contact the Recreation Superintendent



## INDOOR FACILITY REQUEST FORM

Please Print

Organization (if applicable) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (D) \_\_\_\_\_ (E) \_\_\_\_\_

Date of Birth \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

**Facility request not approved until you receive confirmation from the Parks and Recreation Department.**

Event Name \_\_\_\_\_ Number of Participants \_\_\_\_\_

Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

Actual Time of Event \_\_\_\_\_ to \_\_\_\_\_ Time you wish to be in the room for set-up: \_\_\_\_\_

\*Birthday parties, bridal showers, baby showers etc. shall be charged for a minimum of 4 hours.

**All parties must end 30 minutes prior to the close of the facility.**

### Area(s) Requested

\_\_\_\_ Meeting Room Please describe meeting room set-up: \_\_\_\_\_

\_\_\_\_ Gymnasium \*If gym time is different than noted above, please indicate time you wish to use: \_\_\_\_\_

### **Participation Waiver**

In consideration of the use of a South Kingstown recreation facility, I hereby WAIVE, RELEASE, AND DISCHARGE any and all claims for damages, death, personal injury, or property damage which I may have, or which hereafter accrue to me as a result of my use of the facility. This release is intended to discharge in advance the Town of South Kingstown, the Town Council, the South Kingstown Recreation Commission, its officers, agents and employees from and against any and all liability arising out of or connected with the use of said facility. It is understood by my signature below that I have agreed that this waiver, release and assumption of risk is to be binding on my HEIRS, PERSONAL REPRESENTATIVES, NEXT OF KIN, SPOUSE, AND ASSIGNS.

The signature below indicates the requesting group or individual is in agreement with all South Kingstown Parks and Recreation facility use procedures (see attached page) and the participation waiver.

Signature \_\_\_\_\_

Date \_\_\_\_\_