

# 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: \_\_\_\_\_

**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.**

Room type	Cost PER HOUR	Standard	Resident Discount
_____ 117 Classroom (max. #36)		\$28.00	\$24.00
_____ 105 Meeting room (max. #35) <b>No F&amp;B</b>		\$28.00	\$24.00
_____ 129 Aerobics room (max. #40) <b>No F&amp;B</b>		\$35.00	\$29.00
_____ 124 A & B Multi-use room (max. #132)		\$70.00	\$58.00
_____ 124B 1/2 Multi-use room (max. #66) <b>Kitchen use extra</b>		\$35.00	\$29.00
_____ 124A 1/2 Multi-use room (max. #66)		\$35.00	\$29.00
_____ Kitchen use in 124 B or 124 A & B		\$10.00	\$8.00
_____ Full main gym (max. #638) <b>No F&amp;B</b>		\$90.00	\$76.00
_____ 1/2 main gym (max. #319) <b>No F&amp;B</b>		\$47.00	\$39.00
_____ Small gym (max. #366) <b>No F&amp;B</b>		\$47.00	\$39.00

### Extras & Equipment:

_____ Portable sound system or TV monitor/CPU	\$27.00	\$23.00
_____ Polycom Conference Phone	\$24.00	\$20.00
_____ 30 or 100 cup Coffeemaker	\$27.00	\$23.00

(renters must provide your own coffee & supplies)

_____ Play Equipment (newborn thru age 4)	\$10.00	\$8.00
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### Events:

_____ Large Gym events require covering the wood floor	\$52.00	
_____ Large Event Dumpster fee (2 or more days)	\$114.00	
_____ I need the Lobby for Event Admission for the Public	\$26.00	\$21.50

**Swimming:** Does your group plan to swim? \_\_\_\_\_ Number of swimmers \_\_\_\_\_

**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](mailto:play@newportoregon.gov).** 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](mailto: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 8' #** \_\_\_\_\_ **or 6' #** \_\_\_\_\_
- \_\_\_\_\_ **Chairs#** \_\_\_\_\_

Set up notes:

### 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. Applications may be made for no more than 3 consecutive months at a time.
- 3) Applicants must be 21 years of age or older.
- 4) **The date is reserved when application and payment are received.**
- 5) 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.
- 6) **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.
- 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, glitter, etc. are not allowed.**
- 8) Smoking/vaping is not permitted within the facility, or within 10' of the buildings doors or windows.
- 9) Alcoholic beverages are not permitted on the premises.
- 10) Weapons & controlled substances are prohibited. Possession will result in removal from the facility.
- 11) Facility renters are responsible for controlling noise that may be disturbing to other activities.
- 12) The City is not responsible for personal injuries, damages, or lost property.
- 13) The City reserves the right to adjust fees as necessary.
- 14) 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.
- 15) **Facility use requests outside of regular hours must be approved by management and may incur additional costs.**
- 16) Reservations do not necessarily provide usage of other areas of the facility.
- 17) **Children are NOT permitted to run, play games, or make excessive 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** \_\_\_\_\_