



Beebe Facility Rental Application and Use Agreement

Application Instructions

Application and all required paperwork including certificate of liability insurance should be delivered or emailed to concordrec@concordma.gov at least two weeks before desired rental date.

Name of Applicant: _____ Application Date: _____
Applicant Address: _____ Town: _____ Zip: _____
Cell Phone: _____ Home Phone: _____
Email: _____ Date of Birth: _____

Name of Organization (if applicable): _____
Organization Address: _____ Town: _____ Zip: _____
Does the renter carry liability insurance? ___ Yes ___ No Is your group a 501 (c)(3)? ___ Yes* ___ No
**If yes, please attach certificate*

Program/Activity with description (attach additional sheets if needed):

Date(s) requesting: _____
Time(s) requesting: _____
Age of Participants: _____ Estimated attendance per date: _____

Priority for facility usage is as follows:

1. Concord Recreation Programs, Beebe Fitness Center Programs
2. Concord Public Schools and Concord Carlisle High School Programs
3. Town Youth Sport Organizations
4. Town Adult Sport Organizations
5. Other

Please identify which spaces you request and calculate your rental fee based on the fee schedule:

Tier: _____ Space Name: _____ Total Hours: _____ Hourly Rate: _____ Total: _____
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Space Name: _____ Total Hours: _____ Hourly Rate: _____ Total: _____
Space Name: _____ Total Hours: _____ Hourly Rate: _____ Total: _____
Entire Natatorium Total Hours: _____ Hourly Rate: _____ Total: _____
COMBINED TOTAL: _____



Beede Swim and Fitness Center Facility Rental Fee Schedule

This rental form is for those groups that are looking for exclusive use of space in any of the Beede Center's pools and/or groups that plan to attend with 25+ people.

Category Description	Exercise Studio	Lap Pool	Children's Pool	Warm Water Pool	Dive Well	Entire Natatorium
	Per Hour	Per Lane/Hour	Per Hour	Per Hour	Per Hour	Per Hour
Tier 1: Exclusive use of space by Concord Recreation Programs, Town of Concord Departments, Concord-Carlisle Public School, Concord-Carlisle High School Programs & Town of Concord Boards and Commissions.*	\$0	\$0	\$0	\$0	\$0	0
Tier 2: Exclusive use of space by Concord based youth and adult sports programs that are open to Concord residents. Includes Concord based Boy/Girl Scouts and Town youth sports groups such as CCYL, CCYS, CCYB, CCYB/S, CCYF.*	\$30	\$30	\$55	\$55	\$55	\$365
Tier 3 Exclusive use of space by Concord-based non-profit organizations for events of educational, recreational, social, or philanthropic purposes Non-profit ID # required.	\$35	\$35	\$60	\$60	\$60	\$415
Tier 4: Exclusive use of space by non-Concord based organizations, including non-profit organizations or for-profit organizations (Concord or non-Concord based) including Concord private schools for events of educational, recreational, social, or philanthropic purposes.	\$40	\$45	\$65	\$65	\$65	\$465
Tier 5: Non-exclusive use of space by any organization, including non-profit organizations or for-profit organizations (Concord or non-Concord based) including Concord private schools. Tier 5 is only for groups of 25 people or less people who are willing to share space.	\$20/person/visit all ages <i>NOTE: Beede Center may require adult swimmers to be in the water with participants.</i>					NA
After-hours Staffing Fees: Rentals will be required to add the following staff fees for after hours rentals.	All groups require one desk attendant in addition to: 1-25 participants: 2 lifeguards, 26-50 participants: 3 lifeguards, 51-75 participants: 4 lifeguards, 76 participants - capacity: 5 lifeguards					\$40 per staff/ per hour
EVENTS REQUIRING MORE THAN 4 HOURS/ MULTIPLE DAYS	Please contact concordrec@concordma.gov					

After hours rentals are defined as any activities hosted before or after Beede's Normal Operating Hours.

*Tier 1 and Tier 2 rentals: The person requesting the rental must be a Concord resident. Concord based groups are defined as a group comprised of at least 50% Concord residents; a roster must be submitted with proof of each participants residency.



Beede Swim and Fitness Facility Terms of Use

General Rules and Regulations

- The Use Agreement must be completed with payment before approval is granted.
- Applicant understands that The Town of Concord and Concord Recreation retain the right to set conditions and requirements suitable to safe, reasonable, and orderly use of its facilities.
- Applicant understands that violation of rules and regulations may result in facility use permits being revoked and users being banned.
- Concord Recreation reserves the right to not issue a permit to any group.
- Town of Concord and Concord Recreation are not sponsors of this activity.
- Applicant understands that the Town makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application. The applicant and other participants will be using the facilities at their own risk.
- Applicant understands that guns, weapons, and gambling are prohibited on Town property.
- Animals are not allowed in Recreation Facilities except for an ADA service animals.
- Applicant understands that glass, food, and street shoes are not permitted on the pool deck. Food is only allowed in the Top Lobby.
- Applicant understands that the use of alcohol, tobacco, drugs, or other controlled substances are prohibited on Town property.
- Applicant understands that the renter is responsible for reporting damage to the Recreation Department and that any damage occurring to the facility during its use is the responsibility of the user group. The renter is responsible for restoring the building to its prior original condition before leaving.
- Applicant understands that all decorations and accessories must be removed and taken at the completion of the event. Decorations should not be hung from the ceiling at any time.
- Applicant understands that all functions must begin and end on time. If an event runs later than scheduled an additional fee will be charged at a minimum of 1 hour.
- Applicant understands that use of special equipment needs prior approval (sports equipment, toys, dive boards, food equipment, vendors, etc.)
- Applicant understands that the distribution of information regarding an event open to the public must receive approval from the Recreation Department.

Cancellation Policy

- Renters are asked to inform the Recreation Department of any cancellations five business days prior to receiving a refund. The Recreation Department/ Beede staff team reserves the right to cancel the reservation due to pool closures, repairs, or any other reasons deemed necessary by the Beede facility leadership team.
- Once the application is submitted and confirmed, there is a \$25 change fee for every adjustment made up until the day of the rental.

Policy for Payment Plans on Rentals

- For rentals that total less than \$1,000, payment is required in full at the approval of rental.
- For rentals that total \$1,001-\$5,000, 50% of the payment is required at approval of the rental, and the remaining 50% will be required at the halfway point of the rental.
- For rentals that total \$5,001 and above, 50% will be required at approval of the rental, and a monthly fee will be applied to complete payment by the last month of the program.



Lifeguard Staff Requirements for Rental Groups

- For programs lasting less than one hour, renter may have to provide 1 lifeguard per 25 participants, at the Beede staff’s discretion.
- For programs lasting more than one hour, renter must provide 2 lifeguards per 25 participants and one additional lifeguard for every additional 25 participants.
 - For rentals over one hour, lifeguards will be required to take one 15-minute safety break per hour.
- Lifeguards are required to schedule a meeting with the Beede Center prior to the program starting to discuss visit the Center and review Emergency Action Plans.
- Renter must submit copies of Lifeguard certifications one week prior to the rental. *Approved lifeguard certifying bodies include American Red Cross, StarGuard, YMCA or Ellis Lifeguarding.*
- Lifeguards must wear an official red lifeguard shirt (provided by the renter), with proper bottoms and footwear to properly guard during the rental period.

Supervision

- Supervisor must be at least 18 years old and must be present through the entire rental period.
- Applicant understands that participants may be required to take a swim test prior to pool use.
- Applicant understands that a police detail may be required for any events at the discretion of the Recreation Department.
- Please note that the Beede Swim and Fitness Center may require 1 adult in the water per 10 children swimming for ages 6 and up, and 1 adult per 4 children swimming under the age of 6.

Request Deadlines

- Requests for facility rentals will be accepted throughout the year, no earlier than six months in advance of the date requested.

Facility Rental Use Agreement Acknowledgment

Applicant agrees to be bound by the Facility Rental Use Agreement regulations and policies. Violation of any of these regulations and policies may result in immediate termination of the event, legal responsibility for damages, and forfeit of future use of the facility. To the fullest extent permitted by law, applicant agrees to defend, indemnify and hold the Town of Concord, its officers, agents and employees harmless from any and all claims, actions, liabilities, cost, including attorney fees and all other costs of defense, arising out of or in any way related to the activities of applicant and participants during the use of the facility under the terms of this application. Applicant understands that the Town of Concord and Concord Recreation are not sponsors of this activity nor will they provide any supervision of the activity. Applicant understands that the Town makes no warranties or guarantees as to the condition of the facilities or of the equipment covered by this application; and the applicant and other participants will be using the facilities at their own risk. All applicants must provide proof of insurance issued by insurance companies eligible to issue policies in the Commonwealth of Massachusetts and acceptable to the Town in the amount of at least \$1,000,000 per occurrence for Comprehensive General Liability. The Town of Concord must be named as additionally insured on all policies, on a primary and non-contributory basis.

Renter Signature: _____ **Date:** _____