



## Indoor 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](mailto:concordrec@concordma.gov) at least two weeks before desired rental date.

### Application Deadlines

- To be considered for a facility rental, applications are due with all supporting documents at least 15 business days before the rental date.
- Requests for facility rentals will be accepted throughout the year, no earlier than six months in advance of the date requested.

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 proof/certificate*

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

Date(s) requesting: \_\_\_\_\_  
 Time(s) requesting: \_\_\_\_\_  
 Estimated attendance per date: \_\_\_\_\_

Additional Information about event:  
 \_\_\_\_\_  
 \_\_\_\_\_

### **Priority for facility usage is as follows:**

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

### **Location (please check all that apply):**

Ripley Gym \_\_\_\_\_      Hunt Multipurpose Room \_\_\_\_\_  
 Hunt Conference Room \_\_\_\_\_      Hunt Gym \_\_\_\_\_



## Concord Recreation Department Indoor Facility Use Fee Schedule

<i>Fees are based on one-hour reservation unless otherwise noted.</i>	<b>Hunt Recreation Center Conference Room</b>	<b>Hunt Recreation Center Multipurpose Room</b>	<b>Hunt Recreation Center Gymnasium</b>	<b>Ripley School Gymnasium</b>	<b>Custodial Fees (if required to attend)</b>
<b>Tier 1 *</b> Concord Recreation Programs, Town of Concord Departments Concord Carlisle Public School/Concord Carlisle High School Programs and Town of Concord Boards and Commissions.	No charge	No charge	No charge	No Charge	No Charge
<b>Tier 2*</b> 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.	\$20/hour	\$30/hour	\$50/hour	\$25/hour	\$15/hour**
<b>Tier 3</b> Events of educational, recreational, social or philanthropic purposes by Concord-based non-profit organizations and Concord residents	\$20/hour	\$30/hour	\$50/hour	\$25/hour	\$15/hour**
<b>Tier 4</b> Events of educational, recreational, social or philanthropic purposes by non-Concord based organizations, including non-profit organizations, or for-profit organizations (Concord or non-Concord based) including Concord private schools and nonresidents	\$30/hour	\$40/hour	\$60/hour	\$35/hour	\$15/hour**

*\*\*Custodial fees may be required at the discretion of the Recreation Department.*



### General Rules and Regulations

- Applicant understands that the Use Agreement must be completed with payment before approval is granted.
- Applicant understands that if any issues arise, renters are asked to call the Hunt Recreation Center during business hours Monday through Friday 7:30A-6:00P (978-287-1050) and the Beede Swim and Fitness Center on Saturday and Sunday 7:00 AM-6:00PM (978-287-1013).
- 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.
- Applicant understands that Concord Recreation reserves the right to not issue a permit to any group.
- 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.
- Applicant understands that guns, weapons, and gambling are prohibited on Town property.
- Applicant understands that animals are not allowed in Recreation Facilities with the exception of an ADA service animal.
- Applicant understands that only soft sole footwear allowed in gym areas. Black sole footwear is not allowed.
- Applicant understands that damage occurring to the facility during its use is the responsibility of the user group.
- Applicant understands that the renter is responsible for reporting damages to the Recreation Department.
- Applicant understands that the renter is responsible for the restoring of the building to its prior original condition.
- Applicant understands that all decorations and accessories must be removed and taken after event. No decorations can hang 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, 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.
- Applicant understands that all flyers must be presented at the time of submittal of the application. Flyers must clearly state the event's sponsor and full particulars, including applicant telephone number and email address. Events that will be held as fundraisers must provide a letter from the stated beneficiary.

### Cancellation Policy

Renters are asked to inform the Recreation Department of any cancellations 48 business hours prior in order to receive a refund.



Alcohol and Tobacco Policy

Applicant understands that the use of alcohol, tobacco, drugs or other controlled substances are prohibited on Town property.

Food Policy

- Applicant understands that cooking in the Hunt Kitchen is prohibited. The Hunt Kitchen may only be used for warming food, storage, or sink use.
- Applicant understands that there is no grilling allowed on Town property.
- Applicant understands that any renter serving food to the public on Town property is prohibited without a food permit through the Concord Board of Health.

Supervision

- All applicants must be at least 18 years of age and must be present through the entire rental period.
- Applicant understands that a police detail will be required for any events expecting more than 50 participants, or at the discretion of the Recreation Department.
  - Applicant understands that any events that are held for school age children grades K-12 must provide a ratio of 1:15 (chaperone to participants). Events held for High School population with 24 or more participants are required to hire a police detail.
  - Applicant understands that Police should be called during an event if renter or facility safety is in jeopardy.

**Facility Rental Use Agreement Acknowledgment**

Applicant agrees to be bound by the Concord Recreation 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.

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