**NORTHBOROUGH RECREATION TOWN HALL GYM**

**Rental Application and Use Agreement**

**Application Instructions**

Application and all required paperwork, including certificate of liability insurance, should be delivered or emailed to recreation@town.northborough.ma.us at least one week before the desired rental date.

**Application Deadlines**

• To be considered for a facility rental, applications are due with all supporting documents at least 5 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_

Does the renter carry liability insurance? \_\_yes \_\_no

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

Date(s) requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time(s) requesting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated attendance per date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*General Rules and Regulations*

o Applicant understands that the Use Agreement must be completed with payment before approval is granted.

o Applicant understands that The Town of Northborough and Northborough Recreation retain the right to set conditions and requirements suitable to the safe, reasonable, and orderly use of its facilities.

o Applicant understands that violation of rules and regulations may result in facility use permits being revoked and users being banned.

o Applicant understands that the Town of Northborough and Northborough Recreation are not sponsors of this activity nor will they provide any supervision of the activity.

o 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.

o Applicant understands that animals are not allowed in Recreation Facilities except an ADA service animal.

o Applicant understands that damage occurring to the facility during its use is the responsibility of the user group.

o Applicant understands that the renter is responsible for reporting damages to the Recreation Department.

o Applicant understands that the renter is responsible for restoring the building to its original condition.

o 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.

o Applicant understands that the use of special equipment needs prior approval (sports equipment, vendors, etc.)

o Applicant understands that the distribution of information regarding an event open to the public must receive approval from the Recreation Department.

o 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 the applicant's 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.

*Supervision*

o All applicants must be at least 18 years of age and must be present through the entire rental period.

o 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).

o 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 Northborough 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 forfeiture of future use of the facility. To the fullest extent permitted by law, the applicant agrees to defend, indemnify, and hold the Town of Northborough, its officers, agents, and employees harmless from any claims, actions, liabilities, and 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 Northborough and Northborough 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 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 for at least $1,000,000 per occurrence for Comprehensive General Liability or sign the waiver. The Town of Northborough must be named additionally insured on all policies on a primary and non-contributory basis.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**