



Town of North Kingstown, Rhode Island

100 Fairway Drive
North Kingstown, RI 02852-5762
Phone: (401) 294-3331
Fax: (401) 583-4140
Website: www.northkingstown.org

NORTH KINGSTOWN RECREATION FACILITY USE PERMIT

Please fill out and return all pages. Some parties may require additional signatures that must be complete and damage deposit given before we save your date/dates. Thank you .

30 Beach Street North Kingstown, RI 02852

Hours of facility availability: Monday – Thursday

8:30 AM – 9:30 PM

Friday – Sunday/Holidays

8:30 AM – 10:00 PM

- *THIS PERMIT IS ISSUED TO (Last, First & DOB):*

- *CONTACT INFORMATION; (ADDRESS/PHONE/EMAIL):* _____

- **DESCRIPTION OF EVENT & APPROX NUMBER OF PEOPLE EXPECTED TO ATTEND**
(Additional notifications are to be required for parties over 50) _____

- Is this event public_____ or Private_____
 - If Public do we have your permission to release information to the public about your event? Y_____ N_____
 - Explain_____

- **DATE(S) AND TIME(S):** _____
(Please include set up and break down time in your rental)



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Please note: Tents used must be inspected by the town inspector, no public entertainment without additional licensing, if using outside food vendor please contact the Town Clerks Office to be sure they are licensed through the Town. Bounce houses and alcohol require additional insurances; proof must be provided to Recreation. In addition you will need Managers Permit completed and possible Town Council Approval. See ordinance Sec. 12-1. - Alcoholic beverages in public places. Section C-2

Please Check All That Are Applicable To Your Rental:

COMMUNITY CENTER

There are tables and chairs in the storage area available for your use. In order for us to continue to be able to provide these to you please be sure that all tables and chairs are put back in the storage area neatly to avoid damage or possible injury to the next party.

- ENTIRE BUILDING (main room, blue and art room)
- MAIN ROOM
- FRONT MEETING ROOM (smaller room side entrance)
- BACK ROOM (smaller room side entrance)
- ADD KITCHEN (requires additional charge and key)
- BAND STAND (requires additional signatures see page 1)
 - USING TENTS (requires inspection by bldg/fire)
 - PUBLIC FOOD CATERING (see Town Clerk's office)
 - USING ELECTRICITY (requires key)
 - USING AMPLIFIED SOUND? (requires noise permit)
 - IF YES PLEASE DESCRIBE:



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Please read carefully. Upon signature you are agreeing to these terms and will be held responsible.

- Damage (\$100) and Key (\$25) deposit will be due upon booking event in order to hold date/time.
- Room fee is due in full in order to pick up the key.
- You are able to pick up the key no earlier than the day before an event (on the Friday before for weekend events). Town Hall office hours are 8:30-4:30, we ask that you pick up the key 9:00am-4:00pm.
- KEY IS TO BE IMMEDIATELY RETURNED AFTER THE EVENT HAS ENDED.** You can either drop the key off in person to the Recreation Department or use the key drop box located on the road side of the Municipal Building that is labeled “key drop” When we receive the key we will return your deposit immediately.
- In order to receive discounted rate for Organizations you **MUST** provide Tax ID form.
- In order to receive discounted rate for Town Residency you **MUST** provide proof of residency.
- User can cancel at any time but will only be refunded all deposits if cancelled prior to one week of the event booked.
- The facility is not to be used for anything other than what is stated on permit.
- In order to receive full damage deposit user **MUST** follow all rules and regulations as listed. User will receive your deposit by mail up to one week following your event.
- If there is any damage done prior to users event please contact the office and let us know so that user is not held responsible. 401-268-1540

Please initial confirming you have read and understand all above expectations_____



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Upon signature you are agreeing to these terms and will be held responsible.

No alcohol is permitted on any Town property.

1. No Profits can be made for personal gain in the use of Town facilities.
2. Responsible party will be held financially responsible for any damages.
3. The time requested for your function is listed on your permit. Do not exceed this time, others may be using the facility before and after you.
4. Be respectful of the other parties, this is a community space and there are several rooms available. To avoid 'sharing' the building you are able to rent the facility in its entirety. If there is a mess or damage upon your entrance it is your responsibility to contact the Recreation department or email photos. (recreationsecretary@northkingstown.org/401-268-1542)
5. If there is a party in the main room and you are in the side room please use the side entrance.
6. The capacity of the building is a maximum of 170 persons per FIRE MARSHALL. DO NOT exceed this number.
7. Do not give any other person or group the key that you are issued under any circumstances.
8. Remove ALL trash (including but not limited to boxes, paper, decorations...) Please use the dumpster that is provided outside and replace all garbage bags (*there will be some can liners available inside the garbage can, if you intend on having a lot of garbage you may want to bring a few extra liners*).
9. **Put away all tables and chairs in the designated area.**
10. Sweep and Mop if necessary; (*mop, broom and dust pan supplied, cleaning agents are not supplied*) then be sure to return items to storage area. Extra toiletries provided, **MUST BE USED FOR COMMUNITY CENTER**
11. Be sure to lock ALL windows AND doors upon departure and return the key to the KEY DROP BOX.
12. In order to conserve energy and keep rental rates down, please turn heat/AC controls back to the original setting (winter 60 degrees Fahrenheit summer 70 degrees Fahrenheit).
13. All areas used by your party are to be left clean. If there is a situation or problem with the condition be sure to call Recreation or Public Works **immediately**. Contact information below
14. If using the Bandstand area be sure to turn all electricity off and lock the door. Clean up stand and grassy area surrounding.
15. Please make sure the noise is kept at a minimum. The Community Center is located in a neighborhood and by the water where sound will travel.
16. If using the Kitchen area be sure that all the burners on the stove are off, the refrigerator is closed and everything is cleaned properly (counters, stove ect.). Leaving food crumbs and kitchen grime will result in further problems possibly preventing future use of kitchen area.

Please initial confirming you have read and understand all above expectations_____



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In order to maintain the building and continue to provide for public use it is vital that you cooperate with all of the listed regulations. The Town of North Kingstown Recreation Department and Public Works Department reserve the rights of refusal of further rentals if there is abuse to the property and/or any of the above regulations are not followed. Due to inclement weather or unforeseen acts causing damage to the property this could result in cancellation without notice and refunds will be provided. When signing you understand that you are responsible for the party at the facility and will adhere to all rules and regulations as stated above as well as all fees associated Chelsey Dumas-Gibbs/Chelsey Dumas-Gibbs; Recreation Director

Organization's Representative/Responsible Parties signature & date:

In case of medical emergency please dial 911

Questions/concerns/to report damages please contact:

DPW-268-1500 X 601 OR REC- 294-3331 x 241 or 240

If you are in need of immediate assistance leave a message at 268-1542

POLICE DEPARTMENT _____

FIRE DEPARTMENT _____

TOWN MANAGER _____

PUBLIC WORKS _____



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PAYMENT INFORMATION

Please use a copy of this as your receipt

- ❖ *Card payments are not accepted for Cold Spring Community Center Rentals*
- ❖ *Checks made payable to The Town of North Kingstown*

The deposits made are separate from the room fees and will not be deducted but will be refunded if renter abides by agreement seen on pages 2 & 3. If there are no issues with your rented space (see page 4) upon departure and the key was returned then you will expect your deposit back within 7 days in the method chosen below:

- Renter will pick up deposits (if applicable) when they are notified at the following phone number _____ within 7 days after rental
- Recreation will mail deposits (if applicable) to the following address: _____
- The deposit check may be shredded by North Kingstown Recreation staff _____

Office use only

Total rental amount due: _____

Paid/method/date: _____

- \$25.00 key deposit paid: cash _____ check _____
- \$100.00 Damage deposit paid: cash _____ check _____