

The Town of Jamestown Recreation Department

Application for Use of Recreation Department Buildings and Grounds

Facility/Equipment Requested: _____

Date(s) and Time of Use: _____

From: _____ AM/PM To: _____ AM/PM
(Time requested must include preparation and clean-up)

Room(s) Requested: Gym _____ Lobby _____ Both _____

Additional Equipment: P.A. _____ Sports equipment _____ other _____

Organization: _____

Responsible Party: _____ Address: _____

Town/City: _____ Home Phone: _____

Cell or Work Phone: _____ Email: _____

Description of Proposed Use: _____

Approximate # of participants: _____ Admission to be charged: ___ Yes ___ No

FACILITY USE AGREEMENT AND RELEASE/INDEMNIFICATION

- A. In consideration for being permitted to use the facilities of the Town of Jamestown, _____ (hereinafter “Applicant”), agrees to indemnify and hold harmless, the Town of Jamestown, its officers, employees, insurers from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity, on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town of Jamestown, its officers, or its employees, or from any other cause whatsoever.
- B. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the user is responsible for any damage to equipment or the facility/grounds. Failure to reimburse the Town for damages will result in loss of future use privileges. If the facilities are not left in their original condition, the Town of Jamestown reserves the right to charge for any additional work required to return the facility back to its original condition.

The signature below indicates that the requesting group and individual is in agreement with the procedures listed on this form.

I HAVE READ THE PARTICIPATION WAIVER AND THE GENERAL REGULATIONS FOR FACILITIES USE FORM ATTACHED TO THIS APPLICATION AND ACCEPT THE RESPONSIBILITIES IMPOSED.

Signature

Print Name

Completed by Recreation Department Personnel

Approved	_____	Amount Due	_____	Insurance Rec'd	_____
Denied	_____	Fee Waived	_____	Date Rec'd	_____
					By _____

1. All requests are handled on a first come, first serve basis. The Town of Jamestown activities have priority. The Jamestown Parks & Recreation Department reserves the right to deny a facility request if the activity is deemed inappropriate, dangerous, or potentially damaging to the facility or equipment.
2. A member of the Jamestown Parks and Recreation staff is required and must be on duty when the Recreation Center is in use. The cost to be borne by the individual/group requesting the building. The property shall not be defaced by the driving of tacks, nails, etc. into the Lobby or Gymnasium walls.
3. Upon receipt of this application, the Director or his/her designee shall review the request and if approved, forward the approved copy to the applicant, within (5) business days. Applications that are denied by the Director or his/her designee will be returned to the applicant stating the reason for such denial.
4. No alcoholic beverages may be consumed inside the Recreation Center, its property or any playing fields/courts. The use of tobacco products is prohibited inside the Recreation Center, its property and at all playing fields/courts.
5. Proof of \$1,000,000 liability insurance and a certificate of insurance naming the Town of Jamestown as additional insured will be required of all Non-Town of Jamestown organizations whenever the public is invited or admission is charged. The certificate must be received at least 2 weeks prior to the date requested.
6. Screening of personnel having contact with children is the responsibility of the organization requesting use of the facility/fields.
7. Jamestown non-profit organizations will be entitled to a waiver of the user fee for annual public events planned and requested at least 60 days in advance, not to exceed 25 hours each calendar year. Periodic meetings and activities planned on shorter notice will be not eligible for a fee waiver. The Recreation Center is NOT available on legal holidays.
8. The user agrees to collect all trash generated by the event or activity and return the facility to its original condition. All furniture and game tables will be placed in their original locations should they need to be moved. The Jamestown Parks and Recreation Department reserves the right to deny or cancel any facility request if it has been determined according to a decision of an appropriate Federal or State agency that the requestor has failed to comply with any applicable Federal or State laws with respect to discrimination based on race, gender, ethnicity, wealth or sexual orientation.
9. At the discretion of the Jamestown Recreation Department, and in conjunction with the respective town Police and Fire Departments, a detail officer(s) and/or fire fighter(s) may be required for a particular event. The cost of this service shall be borne by the individual/group make the application at such rate as is determined by the town's Police and Fire Departments.

FEE STRUCTURE

<u>User Fee Structure</u>	<u>Jamestown School</u>	<u>Jamestown Non-Profit</u>	<u>Jamestown Profit</u>	<u>Outside Non-Profit</u>	<u>Outside Profit</u>
Gym and Lobby	No Charge	\$12/hour	\$25/ hour	\$30/ hour	\$40/ hour
Gym Only	No Charge	\$12/hr	\$20/ hour	\$25/ hour	\$30/ hour
Lobby Only	No Charge	\$12/hr	\$15/ hour	\$20/ hour	\$25/ hour
Equipment Use	No Charge	No Charge	+\$5/ hour	+\$10 hour	+\$15/ hour
Lawn Ave. Field	No Charge	No Charge	\$10/hour \$18 w/ lights	\$12/hour \$20 w lights	\$15/hour \$25 with lights
Eldred Ave Field	No Charge	No Charge	\$10/hour	\$12/hour	\$15/hour

- Non-profit organizations need to provide non-profit form 501-3-C
- All organizations must supply a certificate of insurance naming the Town of Jamestown as additional insured.
- These fees are recalculated yearly on July 1st.