



City of Newark Recreation & Community Services Department, 6800 Mowry Avenue, Newark, CA 94560
 510-578-4620 FAX 510-578-4622 recreation@newark.org



Silliman Activity & Family Aquatic Center

Community Meeting Room Rental Application and Permit

Day/Date Requested: _____

Hours (Including Set-Up/Clean-Up): From: _____ To: _____

Name of Applicant(s): _____ Email _____

Representing (Organization, If Applicable): _____

Address: _____

Day Phone () _____ Evening Phone () _____ E-Mail _____

Name of Contact Person During Rental: _____

Type of Set-Up: Audience Style (no tables) Classroom Style (Tables w/Chairs) Informal (U-shape)
 Round Tables (max 48 ppl) Other (Provide Diagram) LCD Projector with Screen
 Easel (must provide own paper) Podium

Description of Rental Activity: _____ Expected Attendance _____

Applicant Agreement: I, the undersigned, agree to abide by the guidelines listed on the reverse side of this application and permit. I accept responsibility for all guests attending this activity. Violation of this agreement will result in immediate closure of the activity and 100% forfeiture of rental fees and deposit.

Rental rates are charged by full hour increments only and are not prorated for fractions of hours.

Cancellation Policy:

**Notice of 31 days or more prior to rental date - Refund of rental fees and deposit minus a \$15 processing fee.

**Notice of 30 days or less of rental date - Refund of rental fees. Forfeit 100% of deposit unless date is rescheduled.

Rescheduling is allowed up to two (2) weeks prior to original rental date.

**No show on rental date - Forfeit 100% of deposit and all rental fees.

Applicant Signature _____ Date _____

Please make checks payable to City of Newark.

PLEASE DO NOT WRITE BELOW THIS LINE.

Rental Fees:		Payments Received:	
\$ _____ per hour x _____ hours = \$ _____		<u>Amount</u>	<u>Date</u> <u>Pay Type/Chk #</u> <u>By</u>
Additional Use: _____ \$ _____			
Other: _____ \$ _____			
Total Rental Fees: \$ _____		Due Dates:	
Damage Deposit: \$ _____		Balance of \$ _____ Due _____	
Total Amount Due: \$ _____		Special Arrangements: _____	
Credit Card # _____ Exp. _____		Posted in PEAK _____ Rental Calendar _____	

Rental Responsibilities, Rules, and Regulations

Welcome to the Silliman Activity & Family Aquatic Center. We hope your event here is enjoyable and memorable. In order to provide you with the safest and most pleasant environment we must insist on the following responsibilities, rules, and regulations:

- Meet all due dates given on the reverse side of this application.
- Know and take responsibility for all of your guests.
- Place someone in charge if you must leave the facility.
- End your event without disturbance.
- Ensure all guests leave the facility premises (including parking lot area) immediately following your event.
- Remove all equipment you brought to the facility within the hours stated on the reverse side of this application.
- Accept responsibility for damage or loss of equipment.
- Clean-Up: Remove all items from tables. Excessive spills must be cleaned. Ice may not be dumped on the grass or in the planters. All food refuse must be placed in garbage bags.
- No signs of any type can be placed outside of the facility or meeting room at any time without the proper consent of the Recreation & Community Services Department staff.
- No direct selling, receiving or consideration, or execution of contracts may be undertaken by the user without prior approval by the Recreation & Community Services Department staff.
- All cartons, boxes, packing crates, etc. must be removed to the Activity Center dumpster.
- All users will conduct themselves in a courteous and professional manner at all times and shall not in any way infringe of the rights and operation of any tenant or customer of the Activity Center.
- User's vehicles shall be parked in designated parking/loading areas only.

Refundable Deposit:

If the rental responsibilities are adhered to, your deposit will be refunded. If you paid with a credit card, the deposit will be refunded back to the original credit card. If you paid by check, a refund check payable to the applicant on the reverse side of this application will be issued. It takes 2-3 weeks to receive a refund by check.

In consideration of being permitted to participate in any way and in consideration of the rental benefits provided by the City of Newark, I hereby agree that neither I, my successors, assigns, nor anyone acting on my behalf will make claim against or sue the City of Newark, its officers, agents, employees, or volunteers for injury or damage resulting from the condition of any facility, or the negligence, carelessness, or other acts or omission, howsoever caused by the City of Newark or any of its officers, agents, employees, or volunteers, or any third party or entity of any description as a result of my participation in the event or activity set forth above. In addition, I hereby release the City of Newark, its officers, agents, employees, and volunteers from all claims or lawsuits that I, my successors, assigns, or anyone acting on my behalf may now have, or may hereafter at any time have for injury or damage due to any negligence, carelessness, or other acts or omissions, however caused by the City of Newark or any of its officers, agents, employees, volunteers, or any third party or entity of any description including, but not limited to (1) resulting from the condition of any improved facility which has been reasonably maintained; (2) resulting from the condition of any unimproved City facility; (3) suffered by me while participating in or traveling to and from the event or activity set for the above; (4) increased or compounded by rescue operations or procedure; or (5) suffered by me in any other activity associated with the event or activity aforementioned. This release does not apply to intentional and/or willful acts of misconduct by City of Newark or any of its officers, agents, employees or volunteers.

I hereby agree to all terms and policies on this application and affirm all statements made on this application are true and correct. I further agree to all policies stated in the "Recreation & Community Serviced Department Facility Use Rules, Regulation, and Guidelines" brochure and affirm I have received a copy of the brochure. Once approved, I understand this application will serve as my permit, and must be presented to City staff upon first arrival of the day of my use.

Applicant Signature _____ Date _____