

Applicant Information:

Name of Applicant(s): _____

Representing (Organization, If Applicable): _____

Address: _____ City/State Zip: _____

Phone # (_____) _____ Email: _____

Rental/Event Information:

Day/Date Requested: _____

Hours (Including Set-Up/Clean-Up): Start Time: _____ End time: _____

Name of Contact Person During Rental: _____

Description of Rental Activity: _____ Expected Attendance _____

Room Set Up:

- | | | |
|---|--|--|
| <input type="checkbox"/> Audience Style (no tables)
<small>(Up to 50 people)</small> | <input type="checkbox"/> Classroom Style (Tables w/chairs)
<small>(Up to 50 people)</small> | <input type="checkbox"/> Informal (U-Shape) |
| <input type="checkbox"/> Round Tables (40 people max) 2 | <input type="checkbox"/> 6ft tables in back for food | <input type="checkbox"/> Podium in front |
| <input type="checkbox"/> Internet Cable (Room has no WiFi) | <input type="checkbox"/> 80 inch TV (computer hook up) | <input type="checkbox"/> Other (Provide Diagram)
*subject to approval |

Cancellation Policy:

31 or more days prior to rental date:	Less than 30 days to rental date:	No show on rental Date:
Refund of rental fees and deposit minus a \$15 processing fee.	Forfeit 100% of deposit unless date is rescheduled. Rescheduling is allowed up to two (2) weeks prior to original rental date.	Forfeit 100% of deposit and all rental fees.

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.

Applicant Signature _____ **Date** _____

Please make checks payable to City of Newark. PLEASE DO NOT WRITE BELOW THIS LINE.

Proof of Residency: _____	Date Rental Processed: _____
\$ _____ per hour x _____ hours = \$ _____	Date Deposit Refunded: _____
Damage Deposit: \$ _____	Total Amount: _____ Pay Type: _____

City of Newark Recreation & Community Services Department
Silliman Activity & Family Aquatic Center

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 _____