

Day(s)/Date(s) Requested: _____

Hours (Including Set-up and Clean-up): From: _____ To: _____

Name(s) of Applicants: _____ Representing: _____

Email Address _____ Phone #: _____

Address: _____ City/State/Zip: _____

Type of Activity: _____ Expected Attendance: _____

Name of person to contact during activity: _____

PLEASE CHECK REQUESTED FIELD(S):

Birch Grove Softball _____	MacGregor Playfields _____	Lights? Yes _____ No _____
Sportsfield Softball _____	Sportsfield Soccer _____	Bases? Yes _____ No _____
Ash Street Softball _____	Other _____	Other Equipment? _____

Cancellation Policy:

More than 60 days to rental date:	Less than 60 days to rental date:	No show on rental Date:
Refund of rental fees and deposit minus a \$15 processing fee.	Forfeit 100% of deposit and 25% of rental fees unless date is rescheduled. Rescheduling 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 the activity. Violation of this agreement will result in immediate closure of the activity and 100% forfeiture of rental fees and deposit.

Applicant Signature _____ **Date** _____ **CDL#** _____

<p>RENTAL FEES:</p> <p>\$ _____ per hour x _____ hours = \$ _____</p> <p>Additional use _____ \$ _____</p> <p>Other _____ \$ _____</p> <p>Total Rental Fee: \$ _____</p> <p>Damage Deposit: \$ _____</p> <p>TOTAL AMOUNT DUE: \$ _____</p> <p>Card #: _____ Ex.: _____</p> <p>Name on Credit Card: _____</p> <p>Signature: _____</p>	<p>PAYMENTS RECEIVED:</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">Amount</td> <td style="text-align: center;">Date</td> <td style="text-align: center;">Receipt#</td> <td style="text-align: center;">By</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table> <p>Due Dates:</p> <p>Balance of \$ _____ Due By: _____</p> <p>Special Arrangements: _____</p> <p>_____</p> <p>_____</p>	Amount	Date	Receipt#	By	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Amount	Date	Receipt#	By														
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Processed by: _____ Date _____ Approved by: _____ Date _____ Posted in Sportsman Calendar Rental Calendar

RENTAL RESPONSIBILITIES, RULES, AND REGULATIONS

Welcome to the Silliman Activity 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.**
- **Food and beverages are not allowed in the Gymnasium or Dance/Aerobics Studio.**
- **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 guest 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, gymnasium, or meeting room at any time without the proper consent of the Recreation and 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 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 on 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. Your check is deposited by our accounting office. Approximately two to three weeks after your event, a check, payable to the same person who placed the deposit, will be issued.

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 forth 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 and Community Services Department Facility Use Rules, Regulations, 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 the day of my use.

Applicant Signature: _____

Date: _____

Email Completed Form