

Name(s) of Applicants: _____ Organization: _____

Phone: _____ Email: _____

Day(s)Date(s) Requested: _____ Expected Attendance _____

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

Address: _____ City/State/Zip _____

Rental Rates

Resident	\$35 per hour	2 Hour Minimum
Non-Resident	\$45 per hour	2 Hour Minimum

****A Certificate of Insurance must be obtained by the organization or individual, naming the City of Newark as additionally insured for a minimum of \$1,000,000. The Certificate of Insurance shall be approved by the Recreation & Community Services Department 1 week prior to use. ****

Cancellation Policy:

30 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.	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 deposits.

Applicant Signature _____ **Date** _____

<p>RENTAL FEES:</p> <p>\$ _____ per hour x _____ hours = \$ _____</p> <p>Damage Deposit: \$ _____</p> <p>TOTAL AMOUNT DUE: \$ _____</p> <p>Total Rental Dates: _____</p>	<p>PAYMENTS RECEIVED:</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Date</th> <th>Receipt #</th> <th>By</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>DUE DATES:</p> <p>Balance of \$ _____ Due: _____</p> <p><input type="checkbox"/> Paid in full <input type="checkbox"/> ½ payment</p>	Amount	Date	Receipt #	By	_____	_____	_____	_____	_____	_____	_____	_____
Amount	Date	Receipt #	By										
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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.
- No food or beverages are allowed in the Dance Studio. Bottled Water ok. No Glass.
- 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 the dance studio. All refuse must be placed in garbage bags.
- No signs of any type can be placed outside of the facility or dance studio 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 and Community Services staff.
- All cartons, boxes, packing crates, etc. must be removed and placed in 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 areas only.

Refundable Deposit:

If the rental responsibilities are adhered to and no damage to the facility is incurred, your deposit will be refunded. If the deposit was paid by credit card, the deposit will be returned to the credit card. If the deposit was paid by check or cash, 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 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 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. Violation of this agreement will result in immediate closure of the activity and 100% forfeiture of rental fees and deposits.

Applicant Signature _____

Date _____