



TEEN AREA RENTAL APPLICATION AND PERMIT

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

Date Requested: _____ Time: From: _____ To: _____
(Including set-up and clean-up)

Name of Applicant: _____ Representing: _____
(Organization, if applicable)

Address: _____
Street City / State / Zip

Home Phone () _____ Email _____

Name of person to contact during the rental: _____

Description of Rental Activity: _____

If birthday party, Name & Age of Birthday Teen: _____

Expected Attendance: _____ Age Group of Attendees: _____ Grade Level: _____

of adult chaperones attending (over age 21)? _____ Food Served: Bringing Own Pizza Order from Cafe

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.

- \$300 refundable damage deposit due at booking.
- Rental Fees due 2 weeks prior to booking.

Cancellations: Bookings canceled more than thirty (30) days prior to rental date will be refunded 100% of deposit minus a processing fee. Bookings canceled less than thirty (30) days of the rental date forfeit 100% of the deposit unless date is rescheduled. Rescheduling allowed up to 2 weeks prior to rental date.

Applicant Signature _____ **Date** _____

Please make check payable to CITY OF NEWARK.

Rental Fees:		Payments Received:		
Description	Fees	Amount	Pay Type & Date	Receipt #
\$ _____/hr x _____ # hrs	\$ _____	\$ _____	_____	_____
Damage Deposit	\$ _____	\$ _____	_____	_____
Other: _____	\$ _____	Deposit Returned:		
TOTAL AMOUNT DUE	\$ _____	_____ Date: _____		
Customer Credit Card # _____	Exp. Date: _____	Name on Card _____		

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 that 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. Please review each rule and initial.

- Meet all due dates given on the reverse side of this application.
- All participants must be in at least 10 years of age to use equipment. If under 10 they must have adult supervision at all times of using equipment.
- Minimum of one chaperone (at least 21 years of age) is required per 15 participants.
- Chaperones must remain in the Teen Area. Staff is available to supervise equipment only.
- Customers may only bring in food that is non-competitive with our café items or choose to order from our café. All café orders must be prepaid and placed 1 week prior to the party.
- Food and beverage is allowed in the lounge and patio area only.
- Rental includes use of the Teen Area only. (the Gymnasium, Aquatic Center, and fitness center require additional fees)
- No DJ allowed, stereo system is available. Music played must not use foul language or racial slurs.
- All set-up and clean-up must be completed during the rental hours.
- 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.
- The renter accepts responsibility for damage or loss of equipment.
- At the close of your event make sure all guests exit the facility.
- Clean-up: The Teen Area should appear as clean as when you arrived; Excessive spills must be cleaned.
- 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 Department.
- No signs can be placed outside of the facility or Teen Area at any time. Signs inside the Teen Area must be posted with masking or scotch tape, no tacks, no duct tape.
- All cartons, boxes, packing crates, and excessive trash must be removed to the dumpsters.

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 _____