

**South Kingstown Recreation Center**  
30 St. Domenic Road, Wakefield, RI 02879  
(401) 789-9301 (401) 792-9617 (fax)  
[www.southkingstownri.com](http://www.southkingstownri.com)

**Rental Information and Request Form**

Rental Request Forms are available at the Recreation Center, the Neighborhood Guild or online at [www.southkingstownri.com](http://www.southkingstownri.com). Interested parties must return completed forms to the office no later than two weeks prior to the visit date. Facilities may be reserved no earlier than six months (unless otherwise noted) ahead of the requested date. Requests made with less than a two-week notice are welcome, however, approval is dependent upon availability, staffing and required preparation.

Department personnel will respond to your request within 24 hours of your initial inquiry for all requests received Monday through Thursday. Requests received Friday through Sunday will be processed no later than 12:00 p.m. on Tuesday. Where applicable, responses will be made via e-mail.

Confirmation of your facility request will be provided by email and an invoice indicating the payment due date will be emailed to you. Failure to make payment on time may result in the cancellation of your facility permit.

If the reservation request contains multiple dates, payment due dates are based on the first date requested.

**Cancellation/Refund Policy:** If your reservation is cancelled more than two weeks prior to the activity, payment is returned in full, minus a \$5 processing fee. If a reservation is cancelled within 2 weeks of the event, then 50% of the rental fee is forfeited.

**Qualified Renters and Options**

\*\*Rental facilities are available to both residents and non-residents.

\*\*Requests are accepted on a first come, first served basis.

\*\* Facilities may be reserved no earlier than six months (unless otherwise noted) ahead of the requested date.

\*\*The established priority usage for South Kingstown Parks and Recreation (SKPR) facilities.

- A. SKPR classes and programs.
- B. South Kingstown School Department Activities.
- C. South Kingstown youth sports leagues and private schools.
- D. All other groups.

\*\*If required, all fees and/or insurance documents must be submitted before the facility request will be approved.

\*\*SKPR reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause damage to the facility.

**User Fee Schedule**

	<u>Time Frame</u>	<u>SK Resident/ 501c3 Organizations</u>	<u>All Others</u>
Court	hourly	\$25	\$50
Multi-Purpose (large room)	hourly	\$25	\$45
Multi-Purpose (small room)	hourly	\$20	\$35
Batting Cage	hourly	\$25	\$50

\*Birthday parties, bridal showers, baby showers etc. shall be charged for a minimum of 3 hours.

### **Available Rental Options:**

**\*\*Multi-Purpose Room (large):** This multi-purpose room accommodates up to 50 people with theater-style seating or 40 people with tables and chairs. Typical uses for the room includes meetings, trainings, birthday parties, wedding and baby showers. Special features: dry erase board, tables and chairs.

**\*\*Multi-Purpose Room (medium):** This multi-purpose room accommodates up to 40 people with theater-style seating or 30 people with tables and chairs. Typical uses for the room includes meetings, trainings, birthday parties, showers. Special features: dry erase board, tables and chairs.

**\*\*Gymnasium:** 6 basketball hoops (4 adjustable height), volleyball net, tennis net, pickleball net and batting cage. Typical use for clubs, leagues, tournaments and birthday parties. Two gymnasiums are available and may be rented as one large space or individually.

### **General Rental Policies at the Recreation Center**

The following policies are designed to ensure that individuals using the Community Recreation Center have a safe and enjoyable experience while at the facility. All individuals must abide by the facility policies as well as specific rental policies. If you have any questions, please see a Recreation Center staff member

- Reservation requests must be made at least two weeks in advance of requested date.
- Reservations are not confirmed until a confirmation receipt from the Parks and Recreation Department has received.
- Rental groups may bring in their own food and decorations upon approval of staff
- Rental times must include set-up and clean-up times
- Decorations may not be taped or tacked to the walls. Tape may be used on the doors and windows only
- All rental guests must remain in the spaces reserved for their use.
- All rental guests must be overseen by a responsible adult (no matter what age).
- Smoking and tobacco products and alcoholic beverages of any kind are prohibited throughout the entire facility and grounds including all restrooms/locker rooms, front entrance area, parking lots and other outdoor areas.
- Food and beverages are allowed in the multi-purpose rooms. All food and beverages brought in with the group must remain in the assigned room.
- Rental groups are responsible for general clean-up of their assigned room. Rental groups are responsible for any damage to the facility that may occur during the event. Failure to reimburse SKPR for damage incurred may result in forfeiture of facility use fees and/ loss of future use of SKPR facilities.
- The Community Recreation Center is not responsible for lost or stolen items.

### **General Facility Age Restrictions (*please note party rules above*)**

- An adult must accompany all children under the age of 10 at all times.

### **Gymnasiums**

- The gymnasium is designed for multi-use activities such as basketball, volleyball, tennis/pickleball etc.
- Inappropriate use of court equipment is prohibited
- Food and drinks are not allowed in the gym, with the exception of plastic bottled water.
- Proper attire, including non-marking shoes, shorts/pants and t-shirts must be worn at all times.

### **Locker Rooms**

- For your convenience locker rooms are available for your use. Locker rooms are equipped with daily use lockers, showers, changing areas and bathroom facilities.
- Facility users are required to provide their own locks. Locking valuables, clothing, backpacks./equipment bags, etc. in a locker while using the facility is recommended. The Recreation Center is not responsible for lost or stolen items. All lockers are for daily use only.
- Cell phone use is prohibited in the locker rooms.

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**FACILITY REQUEST FORM**

Please Print

Organization (if applicable) \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (D) \_\_\_\_\_ (E) \_\_\_\_\_

Date of Birth \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

**Facility request not approved until you receive confirmation from the Parks and Recreation Department.**

Event Name \_\_\_\_\_ Number of Participants \_\_\_\_\_

Day(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

If multiple dates are being requested, please list dates below.

\_\_\_\_\_

\_\_\_\_\_

Additional date requests may be stapled to the request form.

Actual time of event **including** set-up and clean-up: \_\_\_\_\_ to \_\_\_\_\_

**All events must end 15 minutes prior to the close of the facility.**

Please describe rental type; (ie birthday party, team practice, group exercise program etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Available Rental Options:**

**\*\*Multi-Purpose Room (large):** This multi-purpose room accommodates up to 50 people with theater-style seating or 40 people with tables and chairs. Typical uses for the room includes meetings, trainings, birthday parties, wedding and baby showers. Special features: dry erase board, tables and chairs.

**\*\*Multi-Purpose Room #2 (medium):** This multi-purpose room accommodates up to 40 people with theater-style seating or 30 people with tables and chairs. Typical uses for the room includes meetings, trainings, birthday parties, showers. Special features: dry erase board, tables and chairs.

**\*\*Gymnasium:** 6 basketball hoops (4 adjustable height), volleyball net, tennis net, pickleball net, batting cage, Typical use for clubs, leagues, tournaments and birthday parties. Two gymnasiums are available and may be rented as one large space or individually.

**PLEASE TURN OVER**

**Area(s) Requested**

\_\_\_\_\_ Multi-Purpose Room (Large) Please describe meeting room set-up: \_\_\_\_\_

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\_\_\_\_\_ Multi-Purpose Room (Medium) Please describe meeting room set-up: \_\_\_\_\_

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\_\_\_\_\_ Gymnasium Court #1

\*If gym time is different than noted above, please indicate time you wish to use: \_\_\_\_\_

\_\_\_\_\_ Gymnasium Court #2

\*If gym time is different than noted above, please indicate time you wish to use: \_\_\_\_\_

\_\_\_\_\_ Batting Cage East

\_\_\_\_\_ Batting Cage West

Please check where applicable: \_\_\_\_\_ Volleyball net \_\_\_\_\_ Tennis/Pickleball net

**Participation Waiver**

In consideration of the use of a South Kingstown recreation facility, I hereby WAIVE, RELEASE, AND DISCHARGE any and all claims for damages, death, personal injury, or property damage which I may have, or which hereafter accrue to me as a result of my use of the facility. This release is intended to discharge in advance the Town of South Kingstown, the Town Council, the South Kingstown Recreation Commission, its officers, agents and employees from and against any and all liability arising out of or connected with the use of said facility. It is understood by my signature below that I have agreed that this waiver, release and assumption of risk is to be binding on my HEIRS, PERSONAL REPRESENTATIVES, NEXT OF KIN, SPOUSE, AND ASSIGNS.

The signature below indicates the requesting group or individual is in agreement with all South Kingstown Parks and Recreation facility use procedures (see attached page) and the participation waiver.

Signature \_\_\_\_\_

Date \_\_\_\_\_