



Newton Recreation Dept.
Southside Community Bldg.
1635 Southwest Blvd.
Newton, NC 28658

SOUTHSIDE COMMUNITY BUILDING

FACILITY RENTAL LETTER OF AGREEMENT

Purpose of Rental: _____

This is to confirm the agreement between _____
and the Newton Parks and Recreation Department as follows:

Mailing Address: _____

Home/Cell Telephone: _____ Work Telephone: _____

Date and Time of Rental: Date: _____ Time: _____

Facility & Location: _____ Southside Community Building, 1635 Southwest Blvd., Newton, NC 28658

Price Agreement: _____

I, the undersigned, agree to abide by all rules and regulations applicable to the rented facility and will be responsible for any and all property damages and/or personal injury resulting from use of the facility.

NO BALLOONS OR WATER BALLOONS ALLOWED IN RENTAL FACILITIES.

**The rental fee must be paid within 1 WEEK PRIOR TO RENTAL DATE once Department has approved Reservation.

**Southside Community Building Rentals: NO REFUNDS.

**Any Charitable, Profit and/or Non-Profit, Community Serving Organizations/Individuals who conduct an event/activity on department property must pay an estimated rental fee. In addition shall pay the established fee and 20% of gross receipts.

**Certificate of Insurance is required for person(s) requesting the use of any indoor and outdoor facilities, ballfield, centers, gymnasiums, etc. This also includes vendors selling any and all merchandise to include, but not limited to, food. Certificate of Insurance naming the City of Newton, as additional insured must be provided with signed agreement. Certificate coverage amount to be \$1,000,000.00 (one million dollar) each occurrence with a \$2,000,000.00 (two million dollars) aggregate.

**Inflatables – If using an inflatable, the vendor providing the inflatable will need to provide a certificate of insurance naming the City of Newton, as additional insurer prior to the date inflatables will be used.

**Inflatables will require a generator at all parks.

If yes, what company is providing them? _____

Event Details:

Number of Participants Expected: _____ Number of Police Officers Required: _____

Number of Chairs Required: _____ Number of Tables Required: _____

Description of Event: _____

Miscellaneous Rental Details: _____

Renters Signature

Newton Parks and Recreation Director Signature

Date

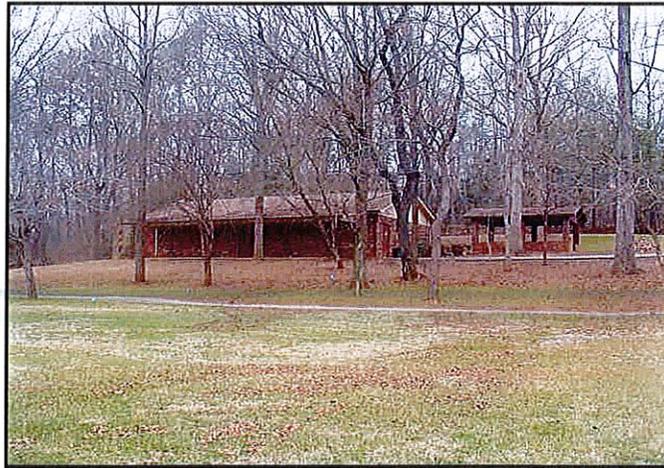
Date

NEWTON PARKS AND RECREATION DEPARTMENT
SOUTHSIDE COMMUNITY BUILDING

RENTAL FEES
W/KITCHEN FACILITIES

<u>Residents</u>	<u>Non-Residents</u>
\$30.00 – 1 st Hour	\$60.00 – 1 st Hour
\$10.00 – each additional Hour	\$10.00 – each additional Hour

Clubs: Lions Club, Eastern Star, Kiwanis, Etc.
\$25.00 Per Meeting



- In reference to certificate of insurance or letter of agreement - non-profit groups – must have a letter from IRS exempting, showing you are a non-profit organization or group – a 501C-3 corporation certificate.
- Profit and Non-profit groups – must have \$1,000,000 general liability coverage and naming the City of Newton as an additional insurer.
- Reference to any charitable, profit and/or non-profit organization and/or individuals, a vendor must be willing to pay 20% to Recreation Department on all products sold.
- No selling or vending of any type of food products (concessions) or drinks without permission from the Parks and Recreation Director and/or Assistant Director.

NEWTON PARKS AND RECREATION DEPARTMENT
FOR USE OF SOUTHSIDE COMMUNITY BUILDING

1. The Director and/or Assistant Director of the Newton Parks & Recreation Department is responsible for the rental, subletting and use of the Southside Community Building. All business pertaining to the use of the Southside Community Building will be administered by the Director of the Newton Parks & Recreation Department.
2. The regular operating hours for the Southside Community Building will be 9:00 a.m. to 9:00 p.m., Monday through Saturday. Actual operating hours may be revised within the limits specified herein by the Parks & Recreation Director.
3. The Community Building will only be open on Sunday for special events approved by the Parks & Recreation Director and/or Assistant Director and only after 1:00 p.m.
4. Sunday's hours: 1:00 p.m. – 6:00 p.m.
5. No person will be allowed to have firearms, explosives, knives or any other weapons in the Community Building or on the property around the Community Building except Police officers.
6. No person shall use obscene, loud or abusive language in the Southside Community Building or the surrounding property at any time.
7. No beer, wine, or alcoholic beverages or illegal drugs are allowed in the Community Building or on the surrounding property at any time.
8. No smoking will be allowed in the building.
9. **Only those events, which would not cause embarrassment to the City or disrupt the neighborhood adjacent thereto, will be allowed at the Community Building.**
10. Equipment at the Community Building will not be removed for any purpose.
11. No loud noise/music, bands, radios, portable stereos, etc. or any other noise producing devices will not be allowed in the Community Building unless approved by the Parks & Recreation Director. These devices will not be used outside of the Community Building.
12. All activities at the Community Building shall cease by 9:00 p.m. and the Community Building will be closed at that time unless approved by the Parks & Recreation Director for special purposes.
13. Any personal equipment utilized by groups placed in the Community Building must be removed immediately after the function is over.
14. The Parks & Recreation Director and the Police Chief will determine the number of security officers and/or adults that are necessary for a function and the group using the Community Building for that specific function shall employ that number of officers and/or adults for security purposes. Failure to do so will automatically void any authorizations for use for the Southside Community Building.
15. Pets or animals are not allowed inside the Community Building except for legally recognized handicapped situations.

16. Groups using the Community Building will be responsible for the orderly behavior and must conform to the Parks & Recreation Department's policies for use of the facility.
17. Have motorized vehicles on City Property, except in designated areas.
18. Individuals or groups must arrange and set-up for their own function.
19. Make or kindle a fire except in designated areas.
20. Deposit garbage, debris of any kind on or upon City property except in designated areas.
21. Dig, cut, bruise or mutilate any type of plant or tree materials.
22. Make or do any indecent or vulgar motions in view of any person on city property.
23. Have skateboard, roller blades, bicycles, scooter and/or strollers on premises.
24. Everyone must be completely out of the building by closing time – stated in the regulations.
25. Parks & Recreation Director and Fire Department will determine the number of occupancy.
26. If equipment and facility is damaged the person renting will be held responsible for the cost of damages.
27. Engage in soliciting, peddling, begging, or selling of any kind without written permissions.
28. Organize or sponsor political or religious gatherings or rallies.
29. Erect any structure, sign, or advertising advice or any kind without written permission.
30. Conduct or carry on any game or chance at which money, property or other things of value are bet.
31. Absolutely no chalk art on sidewalks, roads, parking areas, in and around Southside Community Building.
32. The Recreation Department reserves the right to require the right to require police/security for functions as deemed appropriate. Groups requiring this service are responsible for arranging and providing police/security.
33. The Recreation Department reserve the right to cancel, terminate and/or deny facility usage for any individual or organization not complying with any and all procedures & requirements stated in the agreement; which also includes inclement weather conditions, facility and parking conditions and/or circumstances beyond or control.
34. **Any person or group violating the above rules may be suspended by the Newton Parks & Recreation Department from the use of the Southside Community Building and/or surrounding property for a specific period of time depending upon the severity of the infraction.**