

**HOT SPRINGS COUNTY RECREATION DISTRICT**

**FACILITY USE REQUEST**

INSTRUCTIONS TO APPLICANT: This application must be submitted to the Recreation Director **at least ten (10) days prior to the day of the event.** Applicant must complete all information on the application.

Organizations must provide proof of liability insurance to the Recreation Director prior to the event. Hot Springs County Recreation Board will determine the fees. All fees must be paid in full prior to the event.

Use of the armory incurs a flat fee of **\$15/hour.** Set up and clean up time are to be included in time of use.

Date(s) facility will be used\_\_\_\_\_

Estimated time in\_\_\_\_\_ Time out\_\_\_\_\_ PIN #\_\_\_\_\_ Total Charges\_\_\_\_\_

Explain how the facility will be used (type of meeting, program, activity, sport, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Any special instructions, information, or requests

\_\_\_\_\_  
\_\_\_\_\_

Name of Organization\_\_\_\_\_

Name of Person Submitting Request \_\_\_\_\_

Name(s) of Person(s) who will be supervising function\_\_\_\_\_

Address of Person Supervising Function \_\_\_\_\_

Phone Number of Person Supervising Function\_\_\_\_\_

Name of Organizations Liability Insurance Company\_\_\_\_\_

Date of Policy\_\_\_\_\_

Copy of ACCORD Certificate or other Proof of Insurance Attached Yes\_\_\_\_\_ No\_\_\_\_\_

**THE RECREATION BOARD ASSUMES NO RESPONSIBILITY FOR INJURY TO ANY INDIVIDUAL USING THE ARMORY. ANY INDIVIDUAL, GROUP OR MEMBER OF A GROUP USING THE RECREATION CENTER WILL INDEMNIFY AND HOLD THE RECREATION DISTRICT HARMLESS OF ANY LIABILITY IN THE EVENT OF ANY SUCH INJURY OR THEFT.**

Signature\_\_\_\_\_ Date\_\_\_\_\_

**STATEMENT OF RESPONSIBILITY**

The undersigned sponsor evidences by his/her signature that the group or organization will comply with the rules and regulations/procedures as stated on the accompanying form. The person also understands that he/she will be the responsible party for all rental charges for this group. The person understands that he/she agrees to make full restitution to the Recreation District for any damages resulting from the use of the armory. The Recreation District reserves the right to cancel this agreement after notice has been given to the responsible party or their designee.

**I understand the terms of the agreement and accept responsibility for the organization using the armory.**

Signature\_\_\_\_\_ Date\_\_\_\_\_

**48 HOURS NOTICE MUST BE GIVEN FOR CANCELLED EVENT TO AVOID CHARGES**

## REGULATIONS & PROCEDURES FOR ARMORY USE

The following regulations pertain to all groups using the Recreation Center.

### GENERAL INFORMATION:

1. Users may be required to pay specific costs, such as required facility monitor, clean-up fees, damages, etc.
2. **The Recreation District assumes no responsibility for injury to any individual using the armory, nor does the Recreation District assume liability for lost or stolen items belonging to any individual using the armory. Any individual, group, or member of a group using the armory will indemnify and hold the Recreation District harmless of any liability in the event of any such injury or theft.**
3. All meetings and activities must cease no later than 11:00 p.m. unless special permission is granted.
4. All organizations will be held responsible for the condition of the area they use, leaving it in a clean and operable condition as determined by the Recreation Director and should any damage be incurred or the area left in an unclean condition as the result of an activity, the organization/group will be charged for the actual repair costs or cleaning and shall pay the amount charged within 10 days.
5. Possession and/or use of tobacco products, illicit drugs, and/or alcoholic beverages are not permitted on Recreation Center grounds.
6. Armory PIN information shall not be shared outside of those listed as persons supervising. Armory pins will be deactivated after use.
7. Any other permit or certificate required by the police, health or other governmental agency (ie. Food permit for selling and making food in the kitchen) must be obtained by, and is the responsibility of the user. Failure to obtain any required permit may be cause for immediate cancellation. The Recreation Director will determine this. The Recreation District may request to see proof of any required permit or certificate.
8. Animals in the armory are prohibited unless special permission is granted. The use of guide dogs is permitted.

### INSURANCE REQUIREMENTS

9. Proof of liability insurance must be on file with the Recreation Director before the date of the event. The insurance may be through state or national affiliation or through individual policies. Acceptable proof of insurance would include an ACCORD certificate or letter from an insurance agency indicating coverage

### APPLICATION PROCEDURES:

10. Facility use request forms are provided by the Recreation Director. Actual approval of armory use is not given until the facility use request form is completed and signed by the group representative and Recreation Director.
11. **Facility use requests forms must be submitted to the Recreation Director at least ten (10) working days before the event.**
12. All long term rental agreements must be renewed at the beginning of each fiscal year.
13. To cancel, at least 48 hours notice must be given to the Recreation Director by the requesting group to avoid charges.

14. At the sole discretion of the Recreation Director, prior payment may be required of an individual group.
15. The Recreation Director must receive the usage fees no later than ten (10) days after the billing date. If payment is not received within that time, future rental will be denied and/or rental contracts cancelled until the account is paid.

#### SUPERVISION

16. A responsible adult from the organization using the facility will assume direct responsibility for the supervision and enforcement of the Recreation District policies and regulations for any Recreation Building use and will be present at all times.

#### CHARGES AND FEES

17. When it is determined to be in the best interest of the Recreation District, a deposit in the amount determined by the Recreation Director may be required prior to an activity.
18. An individual or group renting the Recreation Building shall be charged for the entire time they are present in the building (i.e. set-up times, clean-up, etc.). It shall be the responsibility of the individual or group renting the facility to notify the Recreation Director of the arrival and departure time of that group each time the armory is used.
19. Additional charges may be billed to the user for added service that results in extra hours (setting up chairs, moving equipment, etc.).
20. Certain agencies and organizations may have the fee waived under special permission by the Recreation Director.

#### FEE SCHEDULES:

**A \$50.00 CLEANING DEPOSIT IS TO ACCOMPANY FACILITY USE REQUEST.**

**A FEE OF \$15 IS CHARGED PER HOUR OF USE. CLEAN UP AND SETUP TIME ARE INCLUDED IN TIME OF USE.**