



Williston Recreation & Parks

R.E.C. ZONE FACILITY PERMIT APPLICATION

(All Information needs to be complete, specific, and accurate)

Today's Date: _____

ORGANIZATION / ORGANIZED GROUP / BUSINESS / INDIVIDUAL INFORMATION

Name:	Phone:
Address: (address/town/state/zip)	
Contact Name:	Cell Phone:
Email Address:	Home Phone:

R.E.C. ZONE REQUEST INFORMATION

Name of Activity: _____

Type of Activity: Meeting Gathering OTHER: _____

Participants: (check those that apply) YOUTH ADULT

Estimated Number of People: _____ Estimated Number of Vehicles: _____

REQUESTED DAYS, DATES, TIMES

Single Day Request:

<u>DAY</u>	<u>DATE</u>	<u>TIMES</u>
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____
_____	_____	From: _____ To: _____

Multi-Day Request:

<u>DAY</u>	<u>DATES</u>	<u>TIMES</u>
_____	From: _____ To: _____	From: _____ To: _____
_____	From: _____ To: _____	From: _____ To: _____
_____	From: _____ To: _____	From: _____ To: _____
_____	From: _____ To: _____	From: _____ To: _____

Additional Requests or Comments:

R.E.C Zone Facility Rules & Regulations and RELEASE & WAIVER

The following are the Rules and Regulations for the rental of The R.E.C. Zone Facility operated by Williston Recreation & Parks. The Department will provide a checklist for closing procedures.

Rules & Regulations:

- Building capacity is 24 people for rentals.
- Ensure everyone in your group knows and understands the emergency procedures and exits.
- No wet footwear shall be worn while in the building or onto the floor space.
- All outwear is to be hung up and footwear shall be left on runners.
- No candles or flames can be used in or on the facility/property.
- For hanging items on walls, only Painters Tape can be used.
- No tacks, nails, or staples shall be used on the walls or woodwork of the building.
- Gambling of any kind is not permitted
- The facility must be returned to its original state, as it was when the group arrived.
- All items you bring must be removed when you leave. Pack In, Pack Out
- All chairs and tables used must be picked up and stored after use.
- All trash and recycling must be picked up and placed in the proper receptacle. Any overflowing trash or recycling must be removed by the permit holder, at their expense, and not left outside a receptacle.
- Ensure that all of the following before leaving:
 - Ensure that the building is secure
 - Turn off all interior lights
 - Leave on the light over the exterior door
 - Set the thermostat to 65 degrees
 - Secure Restroom- be sure the water is off and lights are out
 - The outside door must be closed and locked
 - The key returned to the Department

Alcohol and Tobacco Use:

- The facility is Smoke Free. The sale, possession, consumption, and use of tobacco, marijuana, and illegal drugs are forbidden on or in the facility/property.
- The facility is Alcohol Free. The sale, possession, consumption, and use of alcohol is forbidden on or in the facility/property.

Lost & Found:

- Items will be collected by the Department and the permit holder will be notified.
- It is the responsibility of the permit holder to notify their members or pick up the items.
- Items will be held by the Department for one month after the rental and then donated to a local charity.

Damages:

- Any permitted individual, organized group, business, or organization found to be destructive, loud, or leaving the building in improper condition after its use may be denied future use of the building.
- A walk-through of the facility will be performed by a Town employee(s) before and after the rental period. The costs to replace/repair any damage or loss that occurred during the rental will be the liability of the permit holder.

Hold Harmless and Indemnification Clause:

All parties using the facility shall acknowledge a hold harmless and indemnification clause stating that the Town of Williston, its agents, employees, and officers cannot be held liable for incidents arising from the use of the facility by the renter or any guests during the time of rental.

ACKNOWLEDGE OF UNDERSTANDING, I acknowledge that I have read and understand the Facilities Use Policy and the above Rules & Regulations and agree to abide by them, as well as share them with all persons in my group.

Applicant's Signature: _____ **Date** _____

LIABILITY RELEASE

IN CONSIDERATION, of permission granted to use Williston facilities, I hereby and forever discharge and release the Town of Williston, its agents, employees, and officers, from all actions, claims, demands, judgments, and damages which we, or any of the participants, may have, or claim to have, or acquire in the future, for all personal injuries, or property damage, rising out of our organization's use of the permitted facility.

WE ACKNOWLEDGE that we have total responsibility for our group and the safety of all. In addition, we acknowledge that the Town of Williston has no responsibility for the condition of the facility, be it a building, room within a building, field, or open space, and that a supervisor from our organization shall always inspect the premises before use to ascertain that the premises are in safe and useable condition. We further acknowledge to the Town of Williston that our organization has adequate liability insurance, and that such insurance protects the Town of Williston to the extent of its interest. We further acknowledge that a Certificate of Liability Insurance will be provided to the Town of Williston, naming the Town of Williston as the Certificate Holder and as Additional Insured under the policy. This will be sent to the Recreation Department, along with payment, before being issued a permit.

TITLE II-ADA: (Americans Disability Act) - Note: Title II of the ADA prohibits the Town of Williston from providing support including facilities to any organization which discriminates based on disability. We agree that while we use the Town of Williston's facilities, parks, fields, and buildings for practice, games, tournaments, meetings, and other such events, that we will not discriminate based on disability.

The undersigned, being a duly authorized representative of the above-named organization, has executed this release on the day and year written below.

Signature _____ **Date** _____

Department Use Only:

Action:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	(Reason Denied: _____)	Put into System:	Yes	No
Facility Assigned:	_____ Condition of Use: _____					
Fees Assessed:	<input type="checkbox"/> Per Policy	<input type="checkbox"/> One Time Fee \$	_____	Other: _____	COI Received:	Yes No
Invoice Issued:	Yes	No	Invoice Sent: _____	Invoice Paid: _____	Permit Issued:	Yes No