



## Town of North Kingstown, Rhode Island

### NORTH KINGSTOWN RECREATION FACILITY USE PERMIT

#### General Rules

1. The Town of North Kingstown Recreation Department and other Town Governmental agencies shall receive priority for the use of town properties for all programming. Any group may be displaced when necessary for rescheduling of a North Kingstown Recreation Department event.

Priority for events will be in the following order:

- NK Recreation Department and other Town Governmental Agencies
  - North Kingstown School Department activities
  - Agencies/leagues whose registration is located in North Kingstown
  - Outside organizations
2. Both the Program Director and the Recreation Director will be responsible to review all applications, estimate costs for rental, manpower, technicians, secure insurance certificates, and any other expenses and approve or disapprove the application.
  3. Tobacco, nicotine, vaping products or behavior modifying substances and alcoholic beverages are strictly prohibited.
  4. If using shed for storage, please label all items and/or place in labeled container. We are not responsible lost, stolen or damaged items from the shed if you choose to store items. If anything goes missing feel free to file police report.
  5. The designated person in charge must be the first on site and the last to leave with all doors shut, lights off, locks in place and equipment returned.
  6. The applicant agrees to pay all costs as billed or for any repair or replacement costs resulting from non-accidental damage during the use of the facilities by the applicant. The applicant will also be responsible for any lost or stolen items.
  7. Must present evidence of Comprehensive General Liability insurance, including personal injury, in the minimum amount of \$1,000,000 per occurrence. A Certificates of Insurance evidencing the insurance coverage and name the Town of North Kingstown as an additional insured must be provided prior to use. The RI Interlocal Trust sponsors a TULIP (Tenant User Liability Insurance Policy) for those groups that do not have this specific coverage. Information regarding these services can be found at [www.ritrust.com](http://www.ritrust.com).
  8. Bathroom Doors must stay locked, use block to prop open if needed, make sure that the bathroom doors get closed.
  9. You are only allowed on the field or area designated on your permit if you wish to designate additional space it must be approved through the Recreation Department. Additionally, if you have the space and are not going to use the space it is your responsibility to tell the Recreation Department not doing so could results with denial of future permits.
  10. Make sure ALL trash gets into bins
  11. Do not give any other person or group the key that you are issued. Lost keys or keys not returned will be charged a \$50.00 replacement fee.
  12. Keys must be returned the next day unless otherwise permitted by the Recreation Department
  13. Be respectful of the other parties, this is a community space and be conscientious of end time, there may be others coming in after you
  14. No Profits can be made for personal gain in the use of Town facilities.

**In order to maintain the facilities and continue to provide for public use it is vital that you cooperate with all of the listed regulations. The Town of North Kingstown Recreation Department and Public Works Department reserve the rights of refusal of further rentals if there is abuse to the property and/or any of the above regulations are not followed. Due to inclement weather or unforeseen acts causing damage to the property this could result in cancellation without notice and refunds will be provided. *ganization's Representative/Responsible Parties signature & date:***