



Cold Spring Community Center Rental Application

Please fill out and return all pages. Some parties may require additional signatures that must be complete and damage deposit given before we save your date/dates. Thank you.

Location: 30 Beach Street North Kingstown, RI 02852

Hours of facility availability: Monday – Thursday Friday – Sunday/Holidays

8:30 AM – 9:30 PM

8:30 AM – 10:00 PM

- THIS PERMIT IS ISSUED TO (Last, First & DOB):

- CONTACT INFORMATION; (ADDRESS/PHONE/EMAIL)

COMMUNITY CENTER

There are tables and chairs in the storage area available for your use. In order for us to continue to be able to provide these to you please be sure that all tables and chairs are put back in the storage area neatly to avoid damage or possible injury to the next party.

- ENTIRE BUILDING (main room, blue and art room)
- MAIN ROOM
- FRONT MEETING ROOM (smaller room side entrance)
- BACK ROOM (smaller room side entrance)
- ADD KITCHEN (requires additional charge and key)
- BAND STAND
 - USING ELECTRICITY (requires key)
 - USING AMPLIFIED SOUND? (Requires noise permit)
 - IF YES PLEASE DESCRIBE:

DATE(S) AND TIME(S): (Please include set up and break down time in your rental)

Will tents be used? If so, what size and how many? _____

Use of catering or food trucks? If yes, please explain: _____



Cold Spring Community Center Rental Application

Circle one

- Is this event **Public** (anyone can attend/purchase tickets) or **Private** (birthday party, baby shower etc.)

- **DESCRIPTION OF EVENT & APPROX NUMBER OF PEOPLE EXPECTED TO ATTEND**

(Additional notifications are to be required for parties over 50)

Office use only

Date received in Recreation office: _____

Please note: no public entertainment without additional licensing, if using food vendor please contact the Town Clerks Office to be sure they are licensed through the Town. Bounce houses and alcohol require additional insurances; proof must be provided to the Recreation Department. In addition, you will need to apply for a Managers Permit and possibly Town Council Approval. See ordinance Sec. 12-1 (c). - Alcoholic beverages in public places.

The Recreation Department needs to have all contact information on service providers involved in your event. This includes but is not limited to any caterer, DJ or band, florist, event planner, bartender, photographer or external deliveries planned.



Cold Spring Community Center Rental Application

Permitting

- Completed permit required with deposits to the Recreation Department. The office will date the permit upon receiving.
- Upon receiving the permit, the Recreation Department may require additional permitting or licensing. Recreation may also need a sign off from all or a combination of: the Police Department, the Town Clerks Office, the Town Managers Office, the Fire Department, the Department of Public Works, the Planning and Building Department. If any additional permitting is required, **the renter is responsible for all fees or invoices incurred.** The renter is responsible for obtaining all signatures from all necessary departments to have their permit approved by the Recreation Department.
- The Recreation Department will hold the date for 2 weeks while the renter obtains all signatures. If extenuating circumstances occur, please communicate with the Recreation Department and we will allow ONE additional week. Please be mindful that some of the permits that you may need from the Clerk’s office may require Town Council approval. Please allow enough time to get required license applications on a council agenda. See <http://www.northkingstown.org/calendar.aspx> for the Town Council Meeting schedules.
- All additional licenses, insurances, rentals, permits and details must be in place and copies delivered to the Recreation Department prior to date of function. Payments must be made in full prior to picking up the keys to the facility.
- **No alcohol is permitted on any Town property without additional insurances and permissions.**

Due to the conditions of your rental, you must have the following departments sign off on your event. As a reminder this may require additional permitting and/or cost at the renter’s expense. Please contact all departments indicated below for additional requirements or a sign off for no additional requirements needed.

- Town Clerks/TC Meeting Date: _____
 - rpires@northkingstown.org 401-294-3331 x 123

- Planning : _____
 - bgagnonglasberg@northkingstown.org 401-294-3331 x311

Building: _____
sgavitt@northkingstown.org 401-294-3331 x 303

- North Kingstown Police _____
 - jmaccoy@northkingstown.org 401-294-3316
 -

- North Kingstown Fire Department _____
 - gpariseault@northkingstown.org 401-294-3346

- Town Manger Permit ____ General Liability Insurance ____ Raffle Permit from State Police ____
 - <https://risp.ri.gov/cgu/index.php>



Cold Spring Community Center Rental Application

Community Center Policy

What to know before you go

Upon signature you are agreeing to these terms and will be held responsible.

Trash Pickup

Requires additional Request Form. When having an outdoor event that the attendance is expected to be over 100 you will be responsible for trash. You as the renter have the option to take your own trash and dispose of it on your own OR to have the Facilities/ Public Works Staff dispose of the trash for you. You as the renter are responsible for disposal of all trash in all areas of your rental. Dumpster on premises is for the trash from INSIDE the Cold Spring Community Center ONLY. The rates are per day for town disposal, breakdown as follows:

- Weekday or weeknight (nonholiday) \$50.00
- Holiday/Weekend \$100.00

Memorial Day to Labor Day restrictions (these restrictions are based on ONE event, if multiple events occurring at the same time the parking limitations will be lessened):

- Weekday Events 9am-5pm
 - No parking to the left-hand side (beach side)
 - Parking is limited to the 20 spots in the Community Center Parking Lot
 - Parking at the Senior Center will not be permitted
- Weekday Events starting at 5pm or later (after Senior Center is closed)
 - Limited to 40 parking spaces on the left-hand side *less than half of the (beach side) lot
 - Parking is limited to 75 spots to the right-hand side (including the community center and the senior center parking lot)
- Weekend Events 9am-5pm (while senior center is closed)
 - No parking to the left-hand side (beach side)
 - Parking is limited to 75 spots to the right-hand side (including the community center and the senior center parking lot)
- Weekend Events starting 5pm or later (while senior center is closed)
 - Limited to 40 parking spaces on the left-hand side *less than half of the (beach side) lot
 - Parking is limited to 75 spots to the right-hand side (including the community center and the senior center parking lot)

Miscellaneous

- Community events such as the Blood Drives and State Medicare educational sessions must make deposit but are free of charge for rental to service community. These events cannot charge for entrance or make a profit.
- The facility is not to be used for anything other than what is stated on permit.
- The time requested for your function is listed on your permit. Do not exceed this time, others may be using the facility before and after you.
- Be respectful of the other parties, this is a community space and there are several rooms available. To avoid 'sharing' the building you are able to rent the facility in its entirety. If there is a mess or damage upon your entrance it is your responsibility to contact the Recreation Department or email photos. (recreationsecretary@northkingstown.org/401-268-1540)
- The capacity of the building is a maximum of 170 persons FIRE MARSHALL. DO NOT exceed this number.
- If your event includes a raffle the recreation department needs a copy of the permit issued by the Rhode Island State Police.



Cold Spring Community Center Rental Application

- Please make sure the noise is kept at a minimum. The Community Center is located in a neighborhood and by the water where sound will travel. Any amplified sound requires a noise permit.
- The Town of North Kingstown is not responsible for any items lost, forgotten or stolen at the Community Center or its premises. It is the renter's responsibility to take all items with them at the end of the event.
- Renter can cancel at any time but will only be refunded all deposits if cancelled prior to one week of the event.
- Shuttles can be acquired through the North Kingstown Recreation Department (401-268-1540) and do require a fee. The Shuttle services are based on availability of the driver as well.

Keys/Access

- Keys cannot be picked up more than TWO days before your event.
- Keys must be dropped off immediately after the closing of your event.
- There is a drop box at 100 Fairway Drive for your convenience. Office hours are 8:30am-4:30pm Monday through Friday closed on some Holidays.
- Do not give any other person or group the key that you are issued under any circumstances.
- If there is a party in the main room and you are in the side room, please use the side entrance.

Concluding your event

- Put away all tables and chairs in the designated area.
- Sweep and Mop if necessary; (*mop, broom and dustpan supplied, cleaning agents are not supplied*) then be sure to return items to storage area. There is a bleach/water cleaner for cleaning surfaces and floors. Extra toiletries provided, **MUST BE USED FOR COMMUNITY CENTER**
- Be sure to lock ALL windows AND doors upon departure
- In order to conserve energy and keep rental rates down, please turn heat/AC controls back to the original setting (winter 60 degrees Fahrenheit summer 70 degrees Fahrenheit).
- All areas used by your party are to be left clean. If there is a situation or problem with the condition be sure to notify us immediately. Monday through Friday non holidays 8:30am-4:30pm call 401-268-1540. After office hours, holidays or weekends please call NKPD at 401-294-3316 they will get in touch with the appropriate person to assist.
- If using the Bandstand area be sure to turn all electricity off and lock the door. Clean up stand and grassy area surrounding.
- If using the Kitchen area be sure that all the burners on the stove are off, the refrigerator is closed and everything is cleaned properly (counters, stove etc.). Leaving food crumbs and kitchen grime will result in further problems possibly preventing future use of kitchen area.
- Responsible party will be held financially responsible for any damages.
- To receive full damage deposit user **MUST** follow all rules and regulations as listed. User will receive deposit by mail up to one week following your event.

In order to maintain the building and continue to provide for public use it is vital that you cooperate with all of the listed regulations. The North Kingstown Recreation Department and Public Works Department reserves the rights of refusal of future 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. When signing the Community Center Policy you understand that you are responsible for the party at the facility and will adhere to all rules and regulations as stated above as well as all fees associated

Chelsey Dumas-Gibbs / Chelsey Dumas-Gibbs; Recreation Director

Organization's Representative/Responsible Parties signature & date:



Cold Spring Community Center Rental Application

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that all participants and I may be exposed to or infected by COVID-19 by attending the event I am hosting and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, town of North Kingstown employees, volunteers, and my event participants as well as their families and I plan to take all necessary precautions. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my guests or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my guests may experience or incur in connection with my event. On my behalf, and on behalf of all my guests, I hereby release, covenant not to sue, discharge, and hold harmless the Town of North Kingstown, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of programs, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in my event.

In the above paragraph event is referring to the date and times indicated on this permit.

By signing I understand and agree to all the above

Signature _____ Printed _____



Cold Spring Community Center Rental Application

PAYMENT INFORMATION

Please request a copy of this as your receipt

- ❖ **Card payments are not accepted for Cold Spring Community Center Rentals**
- ❖ **We accept Cash or Checks made payable to The Town of North Kingstown**
- ❖ To receive non-profit discounted rate for an organization you MUST provide Tax ID form.
- ❖ To receive discounted rate for Town Residency you MUST provide proof of residency.
- ❖ User can cancel at any time but will only be refunded all deposits and payments if cancelled prior to one week of the event.
- ❖ Town Recreational programs/events, North Kingstown School Department and North Kingstown Youth Groups will be at no charge and will be prioritized in that order.
- ❖ Damage (\$100) and Key (\$25) deposit will be due upon booking event in order to hold date/time.
- ❖ Rental fee is due in full in order to pick up the key.

The deposits made are separate from the room fees and will not be deducted but will be refunded if renter abides by agreement seen on all prior pages. If there are no issues with the rented space upon departure and the key was returned, then you can expect your deposit back within 7 days in the method chosen below:

- Renter will pick up deposits (if applicable) when they are notified at the following phone number _____ within 7 days after rental
- Recreation will mail deposits (if applicable) to the following address:

- The deposit check may be shredded by North Kingstown Recreation staff _____

Office use only

Total rental amount due: _____

Paid/method/date: _____

- \$25.00 key deposit paid: cash _____ check _____
- \$100.00 Damage deposit paid: cash _____ check _____