





## Town of North Kingstown, Rhode Island

80 Boston Neck Road  
North Kingstown, RI 02852-5762  
Phone: (401) 294-3331  
Fax: (401) 294-2436  
Website: [www.northkingstown.org](http://www.northkingstown.org)

### **NORTH KINGSTOWN RECREATION FACILITY FEES AND USE**

**Please read carefully. Upon signature you are agreeing to these terms and will be held responsible.**

- Damage and Key deposit will be due upon booking event in order to hold date/time.
- Room fee is due in full in order to pick up the key.
- You are able to pick up the key no earlier than the day before an event (on the Friday before for weekend events). Town Hall office hours are 8:30-4:30, we ask that you pick up the key 9:00am-4:00pm.
- KEY IS TO BE IMMEDIATELY RETURNED AFTER THE EVENT HAS ENDED.** You can either drop the key off in person to the Recreation Department or use the key drop box located on the road side of the Municipal Building that is labeled “key drop” When we receive the key we will return your deposit immediately.
- In order to receive discounted rate for Organizations you **MUST** provide Tax ID form.
- In order 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 if cancelled prior to one week of the event booked.
- The facility is not to be used for anything other than what is stated on permit.
- In order to receive full damage deposit user **MUST** follow all rules and regulations as listed. User will receive your deposit by mail up to one week following your event.
- If there is any damage done prior to users event please contact the office and let us know so that user is not held responsible. 401-268-1542

**Please initial confirming you have read and understand all above expectations\_\_\_\_\_**



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**No alcohol is permitted on any Town property.**

1. No Profits can be made for personal gain in the use of Town facilities.
2. Responsible party will be held financially responsible for any damages.
3. 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.
4. 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. (cdumas@northkingstown.org/401-268-1542)
5. If there is a party in the main room and you are in the side room please use the side entrance.
6. The capacity of the building is a maximum of 170 persons per FIRE MARSHALL. DO NOT exceed this number.
7. Do not give any other person or group the key that you are issued under any circumstances.
8. Remove ALL trash (including but not limited to boxes, paper, decorations...) Please use the dumpster that is provided outside and replace all garbage bags (*there will be some can liners available inside the garbage can, if you intend on having a lot of garbage you may want to bring a few extra liners*).
9. Put away all tables and chairs in the designated area.
10. Sweep and Mop if necessary; (*mop, broom and dust pan supplied, cleaning agents are not supplied*) then be sure to return items to storage area.
11. Be sure to lock ALL windows AND doors upon departure.
12. 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).
13. All areas used by your party are to be left clean. If there is a situation or problem with the condition be sure to call Recreation or Public Works **immediately**. Contact information below
14. If using the Bandstand area be sure to turn all electricity off and lock the door. Clean up stand and grassy area surrounding.
15. If using the Kitchen area be sure that all the burners on the stove is off, the refrigerator is closed and everything is cleaned properly (counters, stove ect.). Leaving food crumbs and kitchen grime will result in further problems possibly preventing future use of kitchen area.

**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 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. When signing 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** *Al Southwick* /Al Southwick; Recreation Director

Organization's Representative/Responsible Parties signature & date:

**PAYMENT INFORMATION**



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### *Please use a copy of this as your receipt*

- ❖ *Card payments are not accepted for Cold Spring Community Center Rentals*
- ❖ *Checks made payable to The Town of North Kingstown*

*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 pages 2 & 3. If there are no issues and the key was returned then you will 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: \_\_\_\_\_
- 

*Office use only*

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Total rental amount due: \_\_\_\_\_

Paid/method/date: \_\_\_\_\_

- \$25.00 key deposit      paid: cash \_\_\_\_\_ check \_\_\_\_\_
- \$75.00 Damage deposit      paid: cash \_\_\_\_\_ check \_\_\_\_\_