



Office Use		
Ck _____	Ca _____	CC _____
Date _____	Clerk _____	
Permit # _____		
Rcpt. # _____		

South Kingstown Parks and Recreation
 325 Columbia Street, Peace Dale, Rhode Island 02883
 (401) 789-9301 (401) 792-9617 (fax)
www.southkingstownri.com

OUTDOOR FACILITY REQUEST FORM

Please Print

Organization (if applicable) _____ Fax _____

Address _____ Town _____ Zip _____

Individual/Contact Person _____ Phone _____ Email _____

Home
 DOB _____ Address _____ Town _____ Zip _____

Facility request not approved until you receive confirmation from the Parks and Recreation Department.

Event _____ Number of Participants _____

Day/Date(s) _____ Actual Time of Event: _____ to _____

Park Facility(s) Requested

Broad Rock Playfields Brousseau Park Curtis Corner Playfields Green Hill Park
 Marina Park Old Mountain Saugatucket Park Town Beach
 Town Farm Treaty Rock Tuckertown Park West Kingstown Park
 Other

Park Area(s) Requested

Baseball Field Basketball Court Picnic Area Picnic Shelter (Tuckertown Only)
 Soccer Field Softball Field Street Hockey Tennis Court Volleyball

Participation Waiver

In consideration of the use of a South Kingstown recreation facility, I hereby waive, release, and discharge any and all claims for damages, death, personal injury, or property damage which I may have, or which hereafter accrue to me as a result of my use of the facility. This release is intended to discharge in advance the Town of South Kingstown, the Town Council, the South Kingstown Recreation Commission, its officers, agents and employees from and against any and all liability arising out of or connected with the use of said facility. It is understood by my signature below that I have agreed that this waiver, release and assumption of risk is to be binding on my heirs, personal representatives, next of kin, spouse, and assigns.

The signature below indicates the requesting group or individual is in agreement with all South Kingstown Parks and Recreation facility use procedures (see attached page and back of sheet) and the participation waiver.

Signature _____ Date _____

FACILITY USE PROCEDURES

1. All facility requests are accepted on a first come, first served basis and will only be accepted six months in advance of the requested date (unless otherwise noted). Listed below is the priority usage for South Kingstown Parks and Recreation (SKPR) facilities.
 - A. SKPR classes and programs.
 - B. South Kingstown School Department Activities.
 - C. South Kingstown youth sports leagues and private schools.
 - D. All other groups.
2. **NO alcoholic beverages** may be consumed at SKPR facilities. Only the grills provided at the park facility may be used.
3. If required, all fees and/or insurance documents must be submitted before the facility request will be approved.
4. SKPR reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause damage to the facility. Determination on weekdays will be made by 3:00 p.m. A three-hour cancellation notice prior to the event will be given on weekends.
5. SKPR reserves the right to deny a facility request if the activity is deemed inappropriate to avoid over utilization of a facility, or to protect the facility's infrastructure.
6. The user agrees to collect all trash generated by the event and return the facility to its original condition. The user is responsible for any damage to the facility that may occur during the event. Failure to reimburse SKPR for damage incurred will result in loss of future use of SKPR facilities and legal action.
7. If reserving a park with restroom facility, a \$5 non-refundable restroom key surcharge will be added to your permit. Keys must be picked up at the Guild prior to event.

User Fee Schedule

	<u>SK Resident & 501 C-3 Non-Profit</u>	<u>Non-Resident For Profit</u>
Basketball Court Outdoor	\$ 5 per hour	\$ 8 per hour
Basketball Court – With Lights	\$10 per hour	\$15 per hour
Baseball/Softball Field – No Lights	\$15 per hour	\$25 per hour
Baseball/Softball Field – With Lights	\$25 per hour	\$35 per hour
Picnic Area	\$ 4 per hour/Table	\$ 5 per hour/Table
Picnic Area – Beach*	\$150 Full day/\$100 Half day	\$200 Full day/\$150 Half day
*Does not include parking fees		
Soccer Field	\$15 per hour	\$25 per hour
Street Hockey Facility – No Lights	\$15 per hour	\$25 per hour
Street Hockey Facility – With Lights	\$25 per hour	\$35 per hour
Tennis Court – No Lights	\$ 4 per hour	\$ 6 per hour
Tennis Court – With Lights	\$ 8 per hour	\$ 10 per hour
Volleyball Court (Sand)	\$ 5 per hour	\$ 8 per hour

Picnic Shelter Tuckertown Only \$30/Day SK Non-Profit **501-C3** \$40/Day SK Res. \$50/Day Non-Resident
 Full Park Rental – Rates for special events/programs will be established based on the nature and scope of event.



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OUTDOOR FACILITY RENTAL PROCEDURES

Thank you for your interest in reserving one of the South Kingstown Parks and Recreation Department's outdoor facilities. A facility reservation request form is attached.

Please note the following:

1. Department personnel will respond to your request within 24 hours of your initial inquiry for all requests received Monday through Thursday. Requests received Friday through Sunday will be processed no later than 12:00 p.m. on Tuesday. Responses will be made via e-mail.
2. Full payment and insurance (if applicable) is due before permit is issued within two weeks of scheduling.
3. If the reservation request is submitted within two weeks of the date requested, full payment must be received within 48 hours of the reservation confirmation.
4. If a reservation is canceled more than two weeks prior to the activity, than all payments will be returned minus a \$5 processing fee. If the reservation is cancelled within two weeks of your reservation, than the 50% deposit will be forfeited.
5. If you do not use some of your reserved dates due to inclement weather, or if you do not need all of the scheduled dates, please contact us immediately so that we can properly credit the permit. Your cooperation with this is appreciated so that we can reserve fields for another person/organization. Adjustments will not be made at the end of the season.
6. If the Park Superintendent cancels a reservation due to inclement weather, a full refund will be issued. Cancellations due to weather will be made by 3:00 p.m. weekdays. A three-hour cancellation notice prior to event will be given on weekends.