

# Recreation Center Facility Reservation and Rental Information

Town of South Kingstown  
Recreation Center  
30 St Dominic Road  
Wakefield, RI 02879  
401-284-1975



*South Kingstown*  
PARKS & RECREATION

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## Rental Space

### Basketball Court #1

Residents \$25/hr

Nonresidents \$50/hr

- Lined for basketball and volleyball
- Six ten-foot basketball hoops
- Two adjustable hoops (8'-10')
- Two batting tunnels
- Bleachers with a capacity of 400
- Two scoreboards
- 2 batting tunnels



### Basketball Court #2

Residents \$25/hr

Nonresidents \$50/hr

- Lined for basketball, volleyball, and pickleball/badminton
- Six ten-foot hoops
- Four adjustable hoops (8' – 10')
- Two Futsal goals
- Bleachers with capacity of 100
- One scoreboard

*Available Equipment: Scoreboards, volleyball nets, pickleball nets, badminton nets, batting tunnels, and futsal goals and balls. All balls and other games will be provided by the renter.*

*\*A \$25 Gymnasium setup fee will be included for the use of any equipment that requires Rec Center staff to complete the set-up.*

### Multipurpose Room #1

Residents \$25/hr

Nonresidents \$45/hr

- Room Capacity: 75
- Tables and chairs
- Ballet Bars
- Sound system



### Multipurpose Room #3

Residents \$20/hr

Nonresidents \$35/hr

- Room Capacity: 40
- Tables and chairs
- Ballet bars
- Sound System
- Ping Pong Table (Extra fee assessed)



## Rental Request Information

The Rec Center gymnasium and multipurpose rooms are available for rentals for both Residents and Nonresidents who are age eighteen and older.

Rental Request Forms are available at the Recreation Center, The Neighborhood Guild, or on the South Kingstown website. Interested parties must return completed forms to the Rec Center Manager no later than 2 weeks prior to the requested reservation date. Any rental requests within the 2 week will be approved on a case by case basis if space available. **No week of gymnasium rentals will be approved.** Facilities may be reserved no earlier than 6 months (unless otherwise approved) of the requested date.

Requests are accepted on a first come, first serve basis.

The Recreation Center Manager will respond within 2 business days of your request.

Confirmation of your facility request will be provided by e-mail with an attached invoice. Payment, in full, is due no later than 2 weeks before the scheduled rental. Failure to fulfill payment by the due date may result in the cancellation of the reservation.

If multiple rental dates are requested, payment due dates are based on the first rental date.

### **Cancellation/Refund Policy:**

If the reservation is cancelled more than two weeks prior to the rental date, payment will be refunded in full, minus a \$5 processing fee. If a reservation is cancelled within 2 weeks of the rental date, a refund of 50% of the original payment will be refunded.

Cancellations due to weather, natural disaster, family emergencies, etc., will be evaluated on a case by case basis.

The South Kingstown Parks and Recreation Department reserves the right to terminate any Agreement at their sole discretion. Terminated Agreements will be refunded fully.

## **General Rules and Rental Policies:**

The assigned Renter will adhere to all rental agreements and Rec Center policies. The assigned renter will be responsible for the behavior and actions of their invitees.

### **Restrictions**

Alcohol may not be served, consumed, or possessed in or on Rec Center property.

Smoking and other forms of tobacco intake (vaping, chewing tobacco) are not allowed in or on Rec Center property. This includes the sidewalks and parking lot.

Animals are prohibited inside the Rec Center with the exception of service animals.

Food and gum is prohibited in the gymnasium. Drinks with sealed lids are permitted. No cans or glass bottles are allowed in the gymnasium.

### **Access**

All approved rentals will adhere to the scheduled rental time period. Admittance will be prohibited prior to the approved time nor will renters be allotted extra time at the conclusion. Any additional time will be added to a separate invoice.

Storage of supplies and goods is unavailable for renters at any time other than the rental time period. Deliveries of supplies and goods will be allowed only during the rented time period.

Renters and their guests will enter and exit through the main doors. Access to emergency doors and other exterior doors is prohibited.

Renters and their invitees will be limited to the area of the facility in which they have reserved. If invitees are interested in participating in gymnasium programs they must sign-in at the front desk and pay any associated fees.

### **Decorations and Set-up**

The Rec Center staff will set-up all tables and chairs in accordance to the renters' specifications. The Rec Center staff will be responsible for the breakdown of said chairs and tables as well as the vacuuming, mopping, sweeping, disposing of trash, etc.

The Renters are responsible for clean-up and removal of all personal property of the rental. This includes pickup and bagging trash in the provided receptacles and returning the premises to the same condition as it was prior to the rental.

All decorations are the sole responsibility of the Renter. The Rec Center does not provide decorator services besides tables and chairs.

Doorways, hallways, emergency exits, and fire extinguishers shall not be blocked or obstructed.

Decorations and other materials may be attached to the wall using painter's or masking tape. Push pins, thumb tacks, duct tape, nails, poster clay, glue etc., are prohibited.

No decorations or other materials should be hung from the ceiling.

Prefilled helium balloons are permitted in the multipurpose rooms so long they are anchored at all times and removed immediately after the rental. Helium balloons are not permitted in the gymnasium under any circumstance. Helium tanks are not permitted in the Rec Center.

Open flames are prohibited with the exception of birthday candles and food warmers.

Smoke and fog machines are prohibited.

Confetti, glitter, rice, bird seed, sand, and other materials that are hard to clean are prohibited.

Materials such as ladders, tape, scissors, paper, candles, etc., will not be provided by the Rec Center. The renters are responsible for all material for which is needed to decorate.

### **Signs**

Temporary signage, banners, or displays are permitted only during the rental time period.

Temporary signage is only permitted to be displayed outside of the particular room that has been reserved.

Advertisements are not permitted on the Rec Center grounds or in the lobby.

### **Parking**

Renters and invitees must adhere to all South Kingstown and Rec Center parking/traffic requirements.

The pickup/drop off area in front of the Rec Center is not a parking spot. Drivers must move their vehicle in a timely fashion.

In the case of a full parking lot, special parking arrangements will be made.

Vehicles may not be left in the parking lot over night without special arrangements made with the Rec Center manager and approval by the South Kingstown Police Department.

## South Kingstown Recreation Center Facility Rental Request Form

\*Please Print Legibly

Organization (If applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Event Name: \_\_\_\_\_ Attendance: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

If multiple Dates, please list below:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Gymnasium Court #1

\_\_\_ Gymnasium Court #2

\_\_\_ Multipurpose Room #1

\_\_\_ Multipurpose Room #3

Setup Details:

*The facility request is not approved or scheduled until a confirmation e-mail by the Rec Center Manager has been received by the renting agent.*

**Please turn over**



## Participation Waiver

In consideration of the use of the South Kingstown Recreation Center, 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 the participation waiver.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

