



Parks, Recreation & Waterfront

PARKS FACILITY USE APPLICATION

Today's Date: _____

Questions regarding Community Center Rentals

Karl Coughlin, Deputy Director, 767-7670 ext. 7803 kcoughlin@southportland.org

***Applicant must be 21 years of age**

RENTER INFORMATION

Organization/Group/Individual Name: _____

Contact Person: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

RENTAL/EVENT INFORMATION

Facility Requested (include room location if applicable): _____

Date(s) Requested _____

Time Requested: _____

Note: The reservation time as indicated above must be inclusive of setup and cleanup time.

Space Requested (conference room, gym, etc): _____

Type of event to be held (i.e. family reunion, birthday party, wedding, etc.): _____

Note: The space you are requesting may not be the space that you are assigned based on availability

Anticipated # of participants: _____ Anticipated # of spectators: _____

Person responsible on site: _____ Phone: _____

Please list any specific setup needed or equipment needed (# of tables, chairs, etc) for this event. Additional fees may apply: _____

Admission charge/other fees for event: YES ___ NO ___ If yes, describe charge for fees: _____

Person responsible on site: _____ Cell: Phone: _____

The City of South Portland, its agents, officers, and employees shall have the right to enter the public facility at all times during the event to confirm that the Applicant is in compliance with this Agreement. If the City determines, in its sole judgment, that the Applicant has breached a term of this Agreement, the City shall have the right to immediately terminate this Agreement prior to the conclusion of the event.

The Applicant releases and agrees to defend, indemnify and hold harmless the City, its agents, officers and employees, from any and all liability, actions, damages and claims of any kind and nature whatsoever for any injury, harm or damage to persons or damage to property that may arise or occur during or in connection with the Applicant's use of the City's public facilities.

The undersigned hereby acknowledges that a copy of the **Facility Usage Policies** containing the rules and regulations for use of facilities owned and/or managed by the City of South Portland Parks, Recreation & Waterfront Department has been received and read, and understands and agrees to abide by these rules & regulations governing the usage of the Facility being rented. Additionally, you are certifying that all information provided is true and correct. Any Application with information found to be misleading or inaccurate is subject to rejection by the Director of the Department.

Printed Name of Applicant/Authorized Representative: _____ Date: _____

Signature of Applicant/Authorized Representative: _____ Date: _____

Return Form (at least 2 weeks prior to rental date) to:

South Portland Community Center
21 Nelson Road, South Portland ME 04106
Attn: Karl Coughlin, Deputy Director

To be completed by Facility Manager

Date Application Received: _____ Approved: _____ Denied: _____

Amount Charged: _____ Permit # _____

Facility/Space Assigned for this Event _____

Other licenses, permits or approvals needed? YES ____ NO ____ If YES, copy for file? YES ____ NO ____

If YES, explain specifics: _____

Certificate of Insurance Reviewed for Compliance with City policy by: _____

Comments/conditions of use: _____

PARK USE POLICIES & RULES

It is the policy of the City of South Portland Parks, Recreation & Waterfront Department (hereafter the “Department”) that some of the buildings, parks and other facilities owned by the City and overseen by the Department should be made available to the public to use for activities that benefit City residents, at a reasonable cost. Therefore, the Department sets forth the following rules and regulations for the management and protection of the public facilities it oversees and for the protection of the persons granted permission to use the same.

Failure to observe and abide by the Facility Usage Rules and Policies may result in the immediate termination of the Facility Use Permit, forfeiture of all fees and removal from the reserved facility.

Questions? Karl Coughlin, Deputy Director, kcoughlin@southportland.org

Making a Reservation

1. **Log in** - Log onto your account with South Portland Parks & Recreation at www.sopoparksrec.com. If you do not have one, you must create one prior to requesting space.
2. **Online Requests** - Once in your account, go to the “Facilities” tab, then to “Facility List” and choose the Facility in which you would like to request space. Click on that Facility and choose “Request this Facility”. Complete the online form and review the facility’s policies and rules.
3. **Confirmation** - The Facility Manager will then follow up with you to confirm or deny the request. A \$50 deposit is required for rentals fees greater than \$50. Rental fees less than \$50 are due at time of booking. Balance is due at least 7 days prior to your event date. If balance is unpaid 7 days prior to your first date, we reserve the right to release your reservation and retain your deposit.

Requests for a single day, one time reservation or Special Event can be submitted up to 365 days prior to the reservation date. Please note, Parks & Recreation programing and annual special events take precedent to all requests.

Standards for Issuance

The Facility Supervisor shall approve an application submitted based on facility availability, priority of usage, maintenance impact on the facility, best use of the facility and only if the application meets the following criteria:

1. The proposed event or activity shall not endanger the health and safety of persons who visit the public facility
2. Adequate parking facilities exist and are available to accommodate the number of expected attendees at the proposed event or activity at the public facility;
3. Adequate sanitary facilities exist and are available to accommodate the proposed event;
4. The event or activity shall not cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities in the public facility;
5. The proposed event or activity shall not unreasonably disturb persons who own and/or occupy land that is adjacent to such public facility;
6. The public facility or portion thereof to be used has not been reserved for other use at the day and hour required in the application.
7. The applicant has demonstrated the ability and intent to provide adequate supervision of the activity and understands the applicable rules and regulations.

General Conditions of Use

1. The applicant is responsible for leaving the public facilities in the same condition in which received, and shall be responsible for any loss or damage to facilities or equipment. The applicant shall be charged for any required repair or cleanup costs incurred as a result of the applicant's use of the public facilities.
2. The City shall not be liable for any damage or loss to any property of the applicant from any cause whatsoever while said property is located on the premises for storage purposes or otherwise.
3. The applicant is required to comply with all applicable federal, state and local statutes, ordinances and regulations, in addition to any policies or conditions imposed by the Facility Manager or Director of the Department upon approval of the request, including, but not limited to, all of the following:
 - Arranging and paying for adequate security services by the City of South Portland Police Department, if necessary.
 - When the use of City equipment is requested, arranging for qualified City employees to be present and available for the operation of the same.
 - When other City licenses, permits or approvals are required (e.g., special event, food vendor, amplified sound, road closure, signage), the applicant must follow the proper procedure for seeking and obtaining such other licenses, permits or approvals. Contact the City Clerk's office at least 30 days prior to the event and once the other license, permit or approval is obtained, a copy must be submitted to the Facility Supervisor.
4. The applicant shall not engage in or allow any illegal activity to occur at the public facility. Illegal drugs, alcoholic beverages and/or tobacco products shall not be brought onto or consumed within the public facility.
5. The applicant is responsible for any damage to the public facility or any part thereof caused directly or indirectly by the applicant or his/her agents, employees, guests, or invitees. The applicant is required to indemnify the City for any claims arising from the applicant's use of the public facility.
6. Any outstanding debts owed to the City of South Portland or violation of City policies during a previous reservation will result in denial of usage of any facility.

Insurance Requirements

Renters are required to provide proof of general liability insurance provided by an insurance company or companies licensed or approved to do business in the State of Maine by the Maine Bureau of Insurance to cover any loss or damage to public facilities or City equipment in an amount not less than \$1 million.

1. All policies evidenced to the City shall name the City of South Portland as an additional insured.
2. Certificate Holder must read:
City of South Portland
25 Cottage Road
South Portland, ME 04106
3. For any one-day event, proof of general liability insurance in compliance with this policy must be provided to the Facility Manager prior to approval of the use application.
4. Any tournament, league and/or organization must present proof of general liability insurance in compliance with this policy to the Facility Manager at least two (2) weeks prior to the event. Failure to do so may result in the cancellation of rental.

If renter does not have insurance

Maine Municipal Association Risk Management Services sponsors a Tenant Use Liability Program (TULIP), which provides an opportunity for general liability insurance for outside entities and private groups that wish to use municipal facilities owned by members of the MMA Property and Casualty Pool. The City is a member of the MMA Property and Casualty Pool, and so TULIP is available to users of City-owned public facilities. Coverage limits of \$1 million are available for the event/program, including liability for bodily injury and property damage.

- Go to:
1. is <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
 2. Enter City's TULIP access ID code – 0419-007

User Priority

Groups that use city facilities are characterized as follows, organized from highest to lowest priority.

1. South Portland Parks, Recreation & Waterfront programs & events.
2. South Portland Schools and their associated School Committee sanctioned programs.
3. Non-profit organizations with 100% South Portland resident participation.
4. Non-profit organizations with less than 100% South Portland resident participation. Refer to fee schedule for rates.
5. Commercial, profit-making activities.

Administering Facility Rental Fees

1. Priority 1 Groups or activities will not be charged a rental fee.
2. Priority 2 Groups or activities will not be charged a rental fee, but may be charged other support fees (site supervisor, technical support, maintenance support, etc) depending on the nature of the event.
3. Priority 3 Groups or activities will not be charged a rental fee may be charged other support fees (site supervisor, technical support, maintenance support, etc) depending on the nature of the event.
4. Priority 4 Groups or activities will be charged a rental fee at the resident rate, and may be charged other support fees (site supervisor, technical support, maintenance support, etc) depending on the nature of the event.
5. Priority 5 Groups or activities will be charged a rental fee at the non-resident rate and may be charged other support fees (site supervisor, technical support, maintenance support, etc) depending on the nature of the event.

Cancellation/Refund Policy

1. A \$50 deposit is required for rentals fees greater than \$50. Rental fees less than \$50 are due at time of booking. Balance is due at least 7 days prior to your event date. If balance is unpaid 7 days prior to your first date, we reserve the right to release your reservation and retain your deposit.
2. Cancellation greater than 7 days prior to rental = full refund
3. Cancellation less than 7 days prior to rental = loss of rental fee & deposit
4. Modification to rental less than 7 days prior to your event = an additional \$30 fee per request.
5. No show on date of rental = loss of rental fee & deposit
 - ***Any event that is modified or cancelled due to inclement weather will either be credited to account or a full refund will apply.***

Failure to Comply with Policy

Any individual, group or organization that does not comply with the terms and conditions set forth in this Policy will be disqualified from future use of Department facilities at the discretion of the Director of the Department. Any person applying to use a Department facility and found to provide false information, such as false team member names and addresses, shall be disqualified from future use of the City facilities.

Please review General Rules (over) >>>

GENERAL PARK RULES

Each City park may have specific rules and regulations, so please check posted signs for that area. Some general park facility rules are listed below:

- Parks are open daily from sunrise to sunset
- No loitering during off hours
- Don't litter
- Don't bring glass bottles into parks
- Camping is not permitted
- Fireworks are not permitted
- Firearms are not permitted
- Open fires are not permitted
- The use of any tobacco products (cigarettes, vaping cigarettes, chewing tobacco, etc.) is not permitted in any playground, shelter, beach, bleacher or athletic field
- No hunting or trapping
- Don't feed the wildlife
- No alcoholic beverages or controlled substances

PARK RULES FOR RENTALS & SPECIAL EVENTS

- **Please do not advertise your event prior to receiving your permit approval.**
- All groups wishing to rent/use City parks must be in good standing with the city at the time of application. Good standing status means that the group or organization is current on all amounts owed to the city.
- Public events may require a special event permit to determine any impact to City parks.
- Reservations for classes can be made only during current year. Reservations for weddings, family reunions and special event can be made through the end of the following year.
- Reservations are made on a first come-first serve basis.
- The City reserves the right to close and/or cancel any scheduled event/rental due to inclement weather and/or in the case of poor facility conditions. If such closure occurs, the city will return on all monies paid by the group or organization for such event/rental. The City's liability for any cancellation due to inclement weather and/or in the case of poor facility conditions is limited to the amounts paid for such event/rental. The City of South Portland encourages events to explore event cancellation insurance.
- Renter shall abide by all governmental laws, ordinances and any regulations established by the City of South Portland. See Ordinance online
- Renters are responsible for cleaning the City park and city facilities that are used for their event. This includes picking up all ground litter, emptying trash cans, disposal of trash and replacing trash can liners. Please leave the park in the same, if not better, condition that you found it.
- Renter acknowledges that he/she has fully inspected the premises and accepts them as suitable for leased purpose.
- Renter agrees not to make changes of any kind to the premises, or to display any signs in or about the premises without prior written consent from City of South Portland
- Renter shall not permit premises to be used for any purpose which would render the insurance void or create hazards that increase insurance risk.

- The City of South Portland shall have unrestricted access and right of entry. City of South Portland shall endeavor, however, to abide by Renter's direction in respecting use of entrances and exits during the time period covered by this agreement.
- City of South Portland shall not be liable for any injury to person or damage to property on or about the premises due to any cause whatsoever, and Renter agrees to indemnify City of South Portland and hold it harmless from any loss, expense or claim arising from such injury or damage. If, due to any breach of default of Renter's contract agreement, it shall become necessary for City of Boerne to employ an attorney to enforce or defend its rights or remedies, Renter agrees to pay reasonable attorney's fees incurred by City of South Portland.
- Renter assumes all responsibility for the behavior of all persons admitted to the premises or any portions of the building or grounds by the Renter or its representatives or employees. Renter agrees to employ at its expense the number of policemen deemed necessary by City of South Portland for the protection of persons and property. City of South Portland reserves the right to remove or instruct removal of any person(s) whose behavior is objectionable. Renter waives any right, claim or cause of actions against City of South Portland arising from use of this authority and Renter further agrees to indemnify City of South Portland and hold it harmless from any loss, expense or claim arising as a result.
- Upon request by the City of South Portland, Event Organizer shall procure, at its own expense, general liability insurance with a minimum per occurrence limit of one million dollars (\$1,000,000.00), with a hold harmless clause naming the city as additional insured, which shall protect City of South Portland against all liability or claims due to injury to person or damage to property occurring in or about the premises during use by Event Organizer.
- Renter shall not sublet this lease or the premises or any part without City of South Portland's prior written consent.
- All advertisements in connection with Renter's use of the premises, including but not limited to admission tickets, window cards, radio and Television announcements and telephone solicitations are subject to City of South Portland's prior approval of form and content.
- Renter's may use tents, tables and chairs at their event, but they must be set-up and taken down the day of the event/ceremony. Tents may not be anchored into the ground and must be weighed down at all times (cinder blocks or bags of concrete are recommended).