

CRANSTON PARKS AND RECREATION DEPARTMENT

APPLICATION FOR USE OF PASTORE YOUTH CENTER

1) Contact Information (print legibly)

Name of Individual / Group Requesting use: _____

Group Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact's Phone Number: _____ Email: _____

2) Activity / Event Description

Name of Event / Activity: _____

Describe Event / Activity: _____

Will the public be admitted? Yes: _____ No: _____

Will a fee be charged for admission? Yes: _____ No: _____ (If yes, admission charge \$_____)

Is this even a fundraising activity? Yes: _____ No: _____ (If yes, please explain)

Is this a for-profit event? Yes: _____ No: _____

3) Building Usage

Dates Requested: _____

Day(s) (Please Circle) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Entrance time to Facility: _____ Start of Activity: _____

End of Activity: _____ Time Existing Facility: _____

Area Requested within PPYC (Check all that apply)

Gymnasium: _____ Dance Room: _____ Conference Room: _____

4) ADDITIONAL DOCUMENTATION

Along with a completed application, you must submit a Certificate of Insurance with a minimum \$1,000,000 for general liability coverage (covering bodily injury and property damage combined and personal injury) naming Peter Pastore Youth Center, 155 Gansett Avenue, Cranston, RI 02910 as an additional insured.

Certificate of Insurance attached? Yes: _____ No: _____ Waived by Department: _____

5) UNDERSTANDING OF RESPONSIBILITY

It is understood by the applicant that permitted use of the PPYC by the Cranston Parks and Recreation Department may result in the following:

- Additional charges after the use of the building (clean-up, damages, use beyond permitted time)
- Total fees are due at least one (1) week prior to the scheduled event date(s), unless otherwise approved. Cranston Parks and Recreation has the right to cancel use of the facility should payment not be received by the payment deadline. No organization / individual will be allowed to use the PPYC if an unpaid charge exists from a prior use.
- Any damages sustained to the facility during its use will be considered the responsibility of the organization / individual, and will be billed for any repairs needed to restore the facility to its original condition.
- At the conclusion of you scheduled time, all members of your organization should leave the building. No loitering is allowed.
- Cranston Parks and Recreation has an obligation to accommodate all middle school and high school athletics. The Department has a right to reschedule your event should the facility be needed by the Cranston Schools Athletic Department.

I have read and understand the conditions set forth in this agreement and accept responsibility for compliance with Cranston Parks and Recreation policies contained within as well as applicable laws, payments of fees (if applicable, and subject to additional assessment in the event of damages) associated with the use of the Pastore Youth Center. Failure to do so may result in forfeiture of permit of failure of future school usage

Signature of Applicant

Date

Print Name

Upon approval, this form will become a binding contract

OFFICIAL USE ONLY

Signature of Director (or his authorized representative)

Date

Print Name