



## **APPLICATION FOR USE OF THE TOWN HALL ANNEX GYM**

**(IDEALLY SUBMITTED TO THE RECREATION OFFICE (856 MAIN RD., WESTPORT) 14 DAYS PRIOR TO THE EVENT)**

Date of Application: \_\_\_\_\_

The undersigned hereby make application for the use of the Town Hall Annex Gym as follows:

DATE(S) NEEDED: \_\_\_\_\_

HOURS NEEDED: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

TITLE OF APPLICANT: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

THE ANNEX GYM IS TO BE USED FOR THE PURPOSE OF: \_\_\_\_\_

SPECIAL EQUIPMENT REQUIRED: \_\_\_\_\_

AGE GROUP: \_\_\_\_\_ ADMISSION PER PERSON: \_\_\_\_\_

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND: \_\_\_\_\_

PROCEEDS FROM THE EVENT ARE TO BE USED FOR WHAT PURPOSE? \_\_\_\_\_

The applicant, by his/her signature below, affirms he/she has read all the rules and regulations pertaining to the rental of the Town Hall Annex Gym and is familiar with them and further agrees that he/she shall accept the rental of the Town Hall Annex Gym subject to all regulations imposed. If filling out this form and sending it via fax or email, my facsimile signature shall substitute for and have the same legal effect as an original form signature.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### APPLICATION FORMS

1. Application forms for use of the Town Hall Annex Gym can be viewed and printed off from the Town of Westport website at [www.westport-ma.com/recreation-department](http://www.westport-ma.com/recreation-department) or under “Facilities” at [www.westportrec.com](http://www.westportrec.com).
2. The filled out application forms, deposit and payment must be turned into the **Recreation Office at the Town Hall Annex Building, 856 Main Rd., Westport, MA 02790**; ideally completed 14 days prior to the event and will be reviewed for approval by the Recreation Director. You will be notified by the Recreation Director about approval.

### TOWN HALL ANNEX GYM ACCESS

1. The key to the Town Hall Annex Gym is located at the **Police Department, 56 Hix Bridge Rd., Westport, MA 02790**. The applicant named on the application form will be the only person who will have access to the key. Please have identification ready when obtaining the key at the Police Department.
2. The key must be returned to the Police Department on the same day that the event concludes by the same person.

### HOUSEKEEPING RULES

1. The responsible applicant must be present during the entire event.
2. All athletic event participants and exercise programs must wear sneakers or similar soft soled footwear.
3. Please do not use the Stage in the Gym if you are there for an athletic event. The Stage is reserved for other program purposes.
4. Please do not sit on the blue mats that cover the front of the stage in the Gym. This wears away the Velcro and may cause damage.
5. Please do not use tape on the Gym floor. If you use tape on the walls it has to be painters tape and all tape must be cleanly removed.
6. Applicant may use the provided bleachers in the Gym.
7. Applicant may use the available tables against the wall and chairs in the corner or closet. All tables/chairs must be placed back as found when the event is over.
8. Applicant must clean the Gym after the event has concluded. This includes sweeping the Gym floor clean of any trash or leaves. There is a broom located in the Gym for your use.
9. All trash must be bagged and placed in the plastic container located outside of the side door of the Gym, and all applicants must provide their own trash bags.
10. Please make sure there is no trash left on the floor or counters in the bathrooms; that bathroom lights are off, and no toilets are left “running.” If a toilet is “running” please jiggle the handle to stop it.
11. All lights, except the security lights over the entrances, must be turned off upon leaving (this includes the gym and bathroom lights).
12. A security check should be made of the building before leaving to be certain that the building is properly vacated.
13. Applicant must close and properly lock all exits when leaving the Gym.
14. If any damages within or outside of the Gym occur, the applicant will be held responsible, resulting in a partial or full loss of the security deposit.

### **COVID-19 SAFETY MEASURES**

1. The responsible applicant and people at their event/program need to abide by all current COVID safety measures that are in place at the time of their event/program. This may include wearing a mask and social distancing if you are not yet fully vaccinated.
2. Please use the available hand sanitizers and wash your hands in the bathroom when able.
3. The responsible applicant should use the available cleaning products to clean and sanitize any hard surfaces after their event/program is over. This includes tables, chairs, bathrooms, door handles and any other possible surfaces.
4. Please do not let people attend your event/program if they are exhibiting signs of sickness.

### **FEES & SECURITY DEPOSIT**

- Rental fee for Residents of Westport: \$25 per hour (minimum of 2 hours and no maximum)
- Rental fee for Non-Residents: \$35 per hour (minimum of 2 hours and no maximum)
- For both Residents & Non-Residents: \$100 cash only security deposit submitted with the Application. The security deposit will be returned once an inspection of the building is completed and found to be in proper condition according to the rules listed above.

\*Payment in full must be submitted with the Application. Cash or checks (made out to "Town of Westport") are accepted.

**Having read the above Application Forms, Town Hall Annex Gym Access, Housekeeping Rules, COVID Safety Measures and Fees & Security Deposit sections of this application, the undersigned fully agrees to adhere to the rules of use for the Town Hall Annex Gym. If filling out this form and sending it via fax or email, my facsimile signature shall substitute for and have the same legal effect as an original form signature.**

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Printed Name of Applicant

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Signature of Applicant

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Date

## RELEASE FROM LIABILITY, INDEMNITY AND HOLD HARMLESS AGREEMENT

I, \_\_\_\_\_, in consideration of my  
(Printed Name of Applicant)  
 being allowed to use the \_\_\_\_\_ Town Hall Annex Gym, do forever  
 RELEASE, ACQUIT, DISCHARGE and COVENANT to HOLD HARMLESS the Town of  
 Westport ("Town"), a municipal corporation of the Commonwealth of Massachusetts, and its  
 successors, departments, officers, employees, servants, attorneys and agents, of and from any and  
 all actions, cause of action, claims, demands, damages, cost, loss of services, expenses and  
 compensation on account of or in any way arising out of, directly or indirectly, all known and  
 unknown personal injuries or property damage which I may now or hereafter or may acquire,  
 resulting or to result from said participation in the aforementioned activities. Furthermore, I  
 hereby agree to protect the Town and its successors, departments, officers, employees, servants,  
 attorneys and agents against any claim for damages, compensation or otherwise arising out of or  
 resulting from any injury to any party in connection with said participation in the aforementioned  
 activities and to INDEMNIFY, reimburse or make good to the Town or its successors,  
 departments, officers, employees, servants and agents any loss or damage or costs including  
 attorneys' fees, which the Town or its representatives may have to pay if any litigation arises  
 from said participation in the aforementioned activities.

## PHOTO/VIDEO AUTHORIZATION

I hereby authorize and give my consent to the Town of Westport to photograph/video myself and/or  
 my represented group using the Town Hall Annex Gym, without limitation, to use such  
 photographs/video in connection with promoting/advertising the services, programs, and facilities of  
 the Town of Westport, without consideration of any kind.

**I have read and fully understand the information on this form, release from liability, indemnity and  
 hold harmless agreement and photo/video authorization. If filling out this form and sending it via fax or  
 email, my facsimile signature shall substitute for and have the same legal effect as an original form  
 signature.**

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Witness  
 Representative from Town

\_\_\_\_\_  
 Date

**\*\*RECREATION DEPARTMENT USE ONLY\*\***

**APPLICATION:**

Date Application was Received: \_\_\_\_\_

Date of Application Approval: \_\_\_\_\_

Rental Cost: \$25.00/hr Residents or \$35/hr Non Residents (Minimum 2 hours \$50.00, no maximum)

# of Hours \_\_\_\_\_ x Rental Rate \_\_\_\_\_ = Total Rental of \$ \_\_\_\_\_

OR

\$ \_\_\_\_\_ Total for seasonal use (ex: Basketball Leagues, etc.), based on total dates given in advance. \*Please note: If any additional dates are added after filling out this contract, the contract will be adjusted to include the additional dates and costs.

\$100 Cash Deposit Received: \_\_\_\_\_

Rental \$ Received: \_\_\_\_\_ cash or check (Made out to "Town of Westport")

**FOLLOWING EVENT:**

Gym was checked on: \_\_\_\_\_

Gym was checked by: \_\_\_\_\_

(Circle Either YES or NO)

Floors swept: YES or NO

Trash removed: YES or NO

Lights turned off in gym: YES or NO

Lights turned off in bathrooms: YES or NO

Doors locked: YES or NO

Any other notes: \_\_\_\_\_

Approval to return deposit: YES or NO

**OFFICE USE:**

Deposit picked up by: \_\_\_\_\_

Deposit return date: \_\_\_\_\_