



**WESTPORT RECREATION DEPARTMENT**

**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: \_\_\_\_\_

TIME/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: \_\_\_\_\_

\_\_\_\_\_

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 FORM

1. Application forms for use of the Town Hall Annex Gym can be viewed and printed off from the Westport Recreation website at [www.westportrec.com](http://www.westportrec.com).
2. The filled out application forms, deposit and payment must be turned into the Recreation Department 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 **Westport Police Department, 56 Hixbridge 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. You can pick up the key 15 minutes before your event. Please note that the one key opens both doors to the Gym. We recommend that you keep the key on you at all times during your event as the doors to the Gym lock automatically when closed. You can prop the door(s) open during your event if needed.
2. The key must be returned to the Police Department on the same day that the event concludes, right after your event, by the same person.

### RULES

1. There is typically no maintenance or staff personnel onsite in the Gym when it is rented. The renter is solely responsible for the gym and its rules when there. Please know there is a video security system in the gym at all times.
2. The responsible applicant, who signs off on the forms, must be present during the entire event.
3. All athletic event participants and exercise programs must wear sneakers or similar soft soled footwear.
4. If the applicant plans on hiring any outside entertainment for their event, it must be discussed with and approved by the Recreation Department before your event.
5. If the applicant would like to use the stage in the Gym for their event, it must be discussed with and approved by the Recreation Department before hand as there are often recreation items stored on the stage. Portable black curtains are placed in front of the stage to shield stored items from view.
6. Please do not sit on or remove the blue mats that cover the front of the stage in the Gym.
7. 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.
8. No bouncy houses, large blown up climbing features or animals/pets are allowed in the Gym.
9. Applicant may bring in their own decorations, supplies, food, drinks - no alcohol is allowed - with the understanding they must clean up/remove all items that are brought in.
10. Applicant may use the provided bleachers in the Gym.
11. Applicant may use the available tables against the wall and chairs in the corner closet. All tables/chairs must be placed back as found when the event is over.
12. Applicant may use the large cart in the Gym to transport any supplies from your vehicle into the Gym.
13. If discussed beforehand with the Recreation Department, the applicant may use the sports equipment against the wall of the Gym as long as it is all put back in an orderly fashion. There are directions and pictures of how the sports equipment must be put back and this must be followed.
14. Applicant may use any of the first aid, office or cleaning supplies on the small table near the Gym door.
15. Please do not use any of the recreation supplies that are stored on the stage or are located in or on top of the cabinets in the Gym. Those are for Recreation Department programs only.
16. Applicant must sweep the Gym floor of any trash or leaves after the event has concluded. There are several brooms located in the corner of the Gym for your use. Please return the brooms to the corner when done.
17. There are two large trash cans in the gym. They will have trash bags in them already or you can provide your own. All trash must be bagged and removed from the Gym by you at the end of your event. You do not have to remove the bathroom trash.

18. Bathrooms: Make sure there is no trash (bits of paper towel) left on the floor in the bathrooms; no water or paint on the bathroom counters; lights are switched off; toilets have been flushed; no toilets are left “running”, if it is please jiggle the handle to stop it. If there is a clogged toilet, you will have to unclog it using the plunger in the bathroom.
19. All lights must be turned off upon leaving (this includes the gym, bathroom lights & hall light near the bathrooms).
20. A security check should be made of the building before leaving to be certain that the building is properly vacated of all people.
21. Applicant must close and properly lock all exits when leaving the Gym. The two doors to the Gym both lock automatically when the doors close, but please double check that they are both locked.
22. If anything is accidentally left in the Gym from the event, it is the Applicant’s responsibility to contact the Recreation Department to arrange a day/time to pick it up. Anything left will typically go into the “Lost & Found” bin in the Gym.

**IMPORTANT: If any of the above mentioned rules are not followed, or there are any damages within or outside of the Gym, the applicant will be held responsible, resulting in a partial or full loss of the security deposit.**

### **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).
- Rental fee can be paid in exact cash or check (check made out to “Town of Westport”).
- For both Residents & Non-Residents: \$100 check (check made out to “Town of Westport”) security deposit submitted with the Application. The security deposit check will be returned once an inspection of the building is completed and found to be in proper condition according to the rules listed in this application. \*The check deposit must be a separate check from a check payment for the rental.
- **The filled out Gym Rental Application, the \$100 check deposit and the Gym Rental payment can be dropped off or mailed to the Recreation Department, 856 Main Rd., Westport, MA 02790. \*PLEASE NOTE: If you are mailing do not mail cash. If you are dropping off, please email the Recreation Director to arrange a specific date/time to do so, [stewartd@westport-ma.gov](mailto:stewartd@westport-ma.gov). Please submit at least two weeks before your Gym Rental date. A Gym Rental is not fully secured until the filled out forms/deposit/payment are made.**

**Having read the above Application Form, Town Hall Annex Gym Access, Rules, 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.**

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

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

\_\_\_\_\_  
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 & Approved: \_\_\_\_\_

Rental Rate: \$25.00/hour Resident or \$35/hour Non-Resident (Minimum 2 hours; no maximum)

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

Circle either CASH or CHECK # \_\_\_\_\_

(Check make out to "Town of Westport")

Rental \$ Received: YES NO

\$100 Check Deposit Received: YES NO

Deposit CHECK # \_\_\_\_\_

(Check make out to "Town of Westport")

**FOLLOWING EVENT:**

Gym was checked on (date): \_\_\_\_\_

(Circle either YES or NO)

Floors swept: YES or NO

Trash removed: YES or NO

Tables/chairs/equipment put away: YES or NO

Sports Equipment put away in good order: YES or NO

Lights turned off in gym/bathrooms/hall: YES or NO

Bathrooms in good order: YES or NO

Gym left in good order: YES or NO

Doors locked: YES or NO

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

Approval to return deposit: YES or NO

**OFFICE USE:**

Deposit returned to: \_\_\_\_\_

Deposit return date: \_\_\_\_\_ Circle if: Mailed or Picked Up in Person

If deposit held back, for what reason: \_\_\_\_\_

Date applicant was notified: \_\_\_\_\_