



SCOTT T. JOHNSON RECREATION CENTER SINGLE EVENT APPLICATION

Available for Rent: Gym, Multipurpose rooms (MPR), Racquetball Court, and Track

Splash Pads, Fields and Playgrounds are not for exclusive use. The General Public is allowed to use.

INSTRUCTIONS: Check with Recreation Department staff for availability of space and dates via email recreservations@saratoga-springs.org. Complete and sign this form and submit the following to the Saratoga Springs Recreation Department Office:

Completed & signed Saratoga Springs Recreation Department Application/Hold Harmless Agreement

Payment Check Payable to the Commissioner of Finance
**If you need to pay by Credit Card, please email request to recreservations@saratoga-springs.org, additional fees apply.*

Applicant Name: _____ Today's Date: _____

Name of Organization (if applicable): _____

Address: _____

Primary Number: _____ E-Mail: _____

If a Birthday Party, Special Event, Name and Age of Person the party is for (optional): _____

Proof Residency: Is the Applicant a Resident in the City of Saratoga Springs: ___ YES ___ NO

		Event Date	
___ MPR		_____ from _____	to _____
___ Game Room		_____ from _____	to _____
___ Gym		_____ from _____	to _____
___ Racquetball Court		_____ from _____	to _____
___ Track		_____ from _____	to _____

Needs (tables and chairs): _____

Any other person paying on the Account, please include Name, Address, Email & phone #: _____

Room Setup

----- Financial Information Completed by Rec Staff -----

Rental Fee: _____

Check #'s: _____

RECEIVED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

Scott T. Johnson Recreation Center Rules

The Recreation Center Rules apply indoors at the Recreation Center. See General Park Rules for South Side Park Rules (outside).

- Act with Respect Always
- Supervise children at all times- Children 10 years and under must be accompanied by a person 16 years of age or older when using the facility
- No alcohol or tobacco products allowed on City property
- No guns or weapons allowed on the property
- No Pets Allowed
- Backpacks and/or bags are subject to inspection
- No Food, drinks, glass bottles, or gum allowed in the gym except water in a clear, plastic bottle
- Appropriate attire is required at all time. This includes wearing a shirt and non-marking soled shoes
- Change footwear in lobby or locker not in Gym
- No Hanging on rims
- Do not go into the storage closets or under bleachers
- Balloons are strictly prohibited. Use of matches for birthday parties may only be used in the kitchen
- No littering – Children Play Here
- No bouncing balls in lobby or while others are playing on the court
- Do not go onto or crowd another groups court
- No Lawn chairs in the Gym or Lobby
- Do not throw balls against the wall
- Activities must end promptly as scheduled – Please leave when asked
- Do not use emergency exits for any other purpose but emergencies. **Do not block exits**
- Misuse of the facility (foul language, unsafe or inappropriate behavior, damage of equipment or building) may result in immediate expulsion from the facility without refund
- No Vending or Solicitation without prior City approval
- The City assumes no liability for any personal items stolen or left unattended within or around the premises
- The City reserves the right to remove anyone who fails to follow these rules of conduct. Failure to follow the posted rules may result suspension of facility or field use without refund
- No Photography or videoing are allowed in bathrooms, changing rooms or locker rooms
- Please get permission prior to taking videos or photographs
- No Violent behavior of any kind- ZERO TOLERANCE POLICY
- This is a “PLAY AT YOUR OWN RISK” Facility
- In Case of Emergency – Dial 911

User Responsibilities

All posted Recreation Rules are to be followed by the Applicant/Vendor. Failure to follow the posted rules or the special conditions listed below may result in termination of this agreement and suspension of court rental.

- No domestic animals or pets shall be permitted on City grounds. Service animals are allowed.
- Applicant/Vendor shall not make or permit any disturbing noises on the premises. Applicant/Vendor shall not interfere with the rights, comfort, or convenience of others.
- Medical staff and Emergency First Aid Treatment are NOT provided by the City.
- No vehicle belonging to Applicant/Vendor shall be parked in any area except those specifically designated for parking. Arrangements for unloading and loading any belongings or materials brought into the City grounds shall be made, along with any "Special Parking" needs, by the Facilities Manager. No vehicle shall be operated other than on established roads and driveways.
- No open flames, balloons, confetti or use of rice shall be allowed on the premises.
- City reserves the right to reschedule Applicant/Vendor time any time in the event of tournaments, games, special events, and/or for the benefit of the public. If Applicant/Vendor for any reason refuses to accept such rescheduling, all monies paid by Applicant/Vendor shall be refunded.
- Nothing shall be attached to or hung from the interior or exterior of any building without prior written approval of the City.
- Please note the Splash Pads, Fields, and playgrounds are open to the public and will not be exclusive to the Applicant/Vendor's rental.
- In the event the Applicant/Vendor is using the concession stand, the Applicant/Vendor shall abide by all posted rules and procedures for usage and cleaning.
- The City does not provide CD players or music. Applicant/Vendor is solely responsible for security. Applicant/Vendor hereby warrants that it owns or has permission to use any copyrighted music and agrees to defend, indemnify and hold City and its Agents and Employees harmless against any and all claims, losses, damages or liabilities, including reasonable legal or other expenses incurred in connection with the defense of any actions, relating to the infringement or alleged infringement of copyright.
- Applicant/Vendor shall be responsible for clean-up of the areas used immediately following the event. The User must leave the Pavilion in the same condition in which it was found. In the event that the City must clean up the Pavilion following the event, the User will be charged accordingly. Please wipe down all tables, chairs, and counters, sweep the floors, throw away all garbage, and put away all chairs and tables. User shall be responsible for all damages caused to the building, grounds, and equipment belonging to the City. The said damages are to be repaired or paid for to the full satisfaction of the City.
- Applicant/Vendor is required to provide fourteen (14) days written notice of any cancellation; otherwise will be responsible for the entire rental. The City reserves the right to cancel this Agreement at any time in event of default or violation by the User of any provision of this Agreement. It is the responsibility of the Applicant/Vendor to contact the Recreation Department to see whether the facility will be open. The Recreation Department does not follow the school closings. City of Saratoga Springs facilities are usually open, regardless of inclement weather.
- Applicant/Vendor shall not vend, or allow vendors, to sell or take orders for products or services, including, but not limited to, food, equipment, souvenirs or related items, on the premises without first having obtained the prior written permission of City and obtained permits as necessary. If approved and the Applicant/Vendor will be providing food or operating a concession stand or any concession, the Applicant/Vendor must obtain a New York State Department of Health Permit. Permits can be obtained through the New York State Department of Health Glens Falls District Office, 77 Mohican Street, Glens Falls, New York 12801 (518) 793-3893 or fax # (518) 793-0427. Original permits must be posted conspicuously during operation and a copy must be provided to the Department.



HOLD HARMLESS AGREEMENT

Applicant/Vendor hereby releases and discharges the City of Saratoga Springs (hereafter known as the City), located at 15 Vanderbilt Avenue, Saratoga Springs, NY, & the Saratoga Springs City School District, from any and all claims, causes of action, or liability for any injuries the applicant/vendor may suffer resulting from the applicant/vendor's participation in the City's activities or the use of the City/School District's facilities, whether or not the same arises out of, or results from, any act, omission, or conduct of any of the City/Schools's Parties. It is understood the Applicant/Vendor will abide by all policies and rules of the City of Saratoga Springs, Saratoga Springs Recreation Department, and NY State Department of Health and they shall be liable for all damages from the activities. The Applicant/Vendor must provide an adult representative on-site during the entire event and who shall be responsible for each activity scheduled. In the event an incident occurs it is the Applicant/Vendor's responsibility to notify the Recreation Department IMMEDIATELY.

Section I. Assumption of Risk, Release, and Waiver of Liability; Indemnity concluded:

The Applicant/Vendor assumes all risks in the performance of all its activities authorized by this Agreement. Applicant/Vendor shall reimburse the City for any and all damage or injury to any real or personal property of the City that may arise, directly or indirectly, from the negligence, acts, or omissions of the Licensee. The Applicant/Vendor hereby covenants and agrees to defend, indemnify and hold harmless the City of Saratoga Springs, NY; its elected and/or appointed officials, officers, agents, employees and assigns against all liabilities, claims, suits, actions, judgments, costs, expenses, demands, losses, damage or injury, arising out of this agreement, of whatsoever kind and nature including death or injury to person, damage or loss of property, all attorneys' fees and other costs of investigating and defending against such claims, liabilities, losses, damages, expenses, accidents or occurrences. The Applicant/Vendor shall be responsible for such liabilities that arise at any time prior to termination of this Agreement, whether direct or indirect, and whether caused or contributed to by the Licensee, its contractors, subcontractors, agents, or employees. The Applicant/Vendor's responsibility under this section shall not be limited to the required or available insurance coverage.

It is understood that the organization or person in charge of the activity will adhere to all rules, regulations and requirements of the City of Saratoga Springs and the Saratoga Springs City School District and shall be liable for any and all damage from the activity. My signature hereon indicates that I have read the City's Policy & Rules and agree to abide by them.

Applicant/Vendor: _____
(Please print name)

Organization (if applicable): _____

Applicant/Vendor Signature: _____
(Authorized to sign for the above)

Date: _____

Attachment A- Recreation Department Fees
RECREATION DEPARTMENT FEES - 2022: Recreation Center Rentals

The following fees are the standard fees for facility rental and programs. We reserve the option to raise or reduce prices to meet competition.

The Recreation Center rental fees will be effective July 1, 2022

DESCRIPTION	FEES
<u>Junior Court Rental Per Hour</u>	
City User Groups	\$ 50.00
Non City User Groups	\$ 60.00
<u>Collegiate Court Rental Per Hour</u>	
City User Groups	\$ 83.00
Non City User Groups	\$ 93.00
<u>Junior Court Lag Rates</u>	
Doesn't apply to vacation, holiday, tournaments, games, and/or other rentals requiring City equipment and/or set up/take down	
July 1- Columbus Day and/or	
M-F 8-2:30pm on non School Vacation/Holidays	City User Groups \$ 30.00
	Non City User Groups \$ 40.00
<u>Rental Set Up/Take Down Fee-</u> per hour / per court as necessary	
City User Groups	\$ 25.00
Non City User Groups	\$ 25.00
*Applies if rental requires set or take down	
<u>Kitchen / Concession Rental Per Hour</u>	
City User Groups	\$ 30.00
Non City User Groups	\$ 40.00
*Rental includes Multipurpose room.	
*Max cost \$150 per day or \$200 per day	
<u>Multipurpose/Game Room/Racquetball Rental Per Hour</u>	
City User Groups	\$ 15.00
Non City User Groups	\$ 20.00
*Max cost \$75 per day or \$150 per day. No max for Racquetball Court	
<u>Maintenance Fee Per Hour</u>	
City User Groups	\$ 25.00
Non City User Groups	\$ 25.00
*Applies if rental requires excessive clean up	
<u>Special Notes:</u>	
Reciprocated Rates:	The city will reciprocate a reduced rental rate for organization the city rents from. Such groups included but not limited to: Baseball, softball, adult basketball/volleyball/lacrosse, navy, kickboxing, inline hockey, and Boces.
Daily Fees:	Listed under Recreation Department Fees - 2022: Programs. Includes drop in rates, open gym, & programs
Lag Rates and Multiple Court Rates available upon Request	
In a case of a conflict between user groups, the City of Saratoga Springs Recreation Department schedule will take precedence	
501c3 organizations holding meetings will not be charged for room rentals if space is available.	
Returned Check	\$ 25.00
Late Payment Fees - For payments received more than 30 days after billing date	\$ 25.00
Online transaction fees: e-checks 1% or visa/mc/discover at 2.6% rate plus \$0.25 per transaction	