

**Town of Northboro
Recreation Department
Rental Agreement-Town Hall Gym Request Form**

**Part one: Please read Town Hall Gym Policies prior to requesting use.
Rental must be paid in full prior to use.
Seasonal rentals must be paid by the month.**

Organization Name: _____

Address: _____

Telephone: _____

Person in charge of activity: _____

Home phone: _____ Work Phone: _____

◆ Please list an alternative contact if this person may not be at all the functions:

Name: _____

Home phone: _____ Work Phone: _____

◆ Indicate 1st and 2nd choice of dates and or times

Day _____ Time _____

Day _____ Time _____

Activity-: Basketball _____ Volleyball _____ Other: _____

Anticipated number of participants: _____

Anticipated number of spectators: _____

◆ Groups must provide proof of insurance certificate

◆ A permit will be sent to you for your final signature and agreement if approved.

Office use only:

Date Received _____ Dates available: _____ Insurance: _____

Police needed: _____ Application fee received: _____ Check # _____

Fee Schedule Town Hall Gym

Payment must be received in full, one week prior to use.

For sports activities/practices:

Non-profit youth organizations \$13.00 per hour

Weekdays /Adults \$25.00 per hour

Weekends/Adults \$27.00 per hour

Special events: special fees apply depending on activity and number attending. Special approval may be required from Parks & Recreation Commission and/or Police Department.

◆ Late fees:

3-7 days late 5% of bill

8-14 days late 10% of bill

14-21 days late 20 % of bill

21-28 days late 30 % of bill

- ◆ If repeated late payments are received the organization will not be allowed to rent the gym.

Checks payable to:

Northboro Recreation Department

63 Main Street

Northboro Ma 01532