

TOWN OF ARLINGTON



Recreation Department

GIBBS GYMNASIUM REQUEST FORM

This request is made by:

Organization (or Individual's) Name: _____

Contact Person's Name: _____ Today's Date: _____

Home Address _____ Phone (H): _____

Email Address _____ Phone (W): _____

1. The request is for the following date and time:

DATES		TIME OF DAY		DAY OF WEEK						
BEGIN	END	FROM	TO	S	M	T	W	T	F	S

2. The purpose of the requested use is as follows: _____ (describe activity).

3. If this request by the above-referenced organization or individual (hereinafter "PERMITTEE") is approved by a duly authorized representative of the Town of Arlington Recreation Department ("hereinafter "TOWN"), the PERMITTEE hereby agrees to the following terms:

4. PERMITTEE hereby guarantees and assumes full and exclusive responsibility for all damages or losses to property, fixtures, and equipment belonging to the TOWN if caused by PERMITTEE or its respective members, staff, agents, students, or guests participating in, or observing events during the periods utilized by PERMITTEE pursuant to the terms of this permit agreement. The PERMITTEE shall be responsible for any and all costs associated with the repairs to the facility and replacement of damaged equipment.

5. PERMITTEE hereby guarantees and assumes full and exclusive responsibility for the safety of the persons and property of all participants and events including, without limitation, players, participants, staff, officials, agents or lessee, spectators, and members of the public in attendance at either events contemplated hereby, or actually conducted by the PERMITTEE.

6. PERMITTEE will comply with all TOWN By-Laws and rules and regulations established by the TOWN. The TOWN reserves the right to eject any person from the facility for any violation of TOWN By-Laws and rules and regulations established by the TOWN in the sole and absolute discretion of the TOWN's supervisor in charge.

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7. The TOWN reserves the right to change schedules or revoke permits for any reason and without prior notice.

8. PERMITTEE shall save and hold the TOWN harmless against any and all liability, and against all claims or actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the activities in conjunction with or pursuant to this permit agreement and the defense of any such claims or actions.

9. The PERMITTEE shall furnish, at the PERMITTEE's expense, such public safety protection as the TOWN may require including but not limited to fire and police.

10. Any cancellations will be honored up to twenty-four (24) hours prior to the scheduled date and time if (and only if) the gymnasium is rebooked by another individual or entity for the permitted date and time. If the Gibbs gymnasium event is cancelled with less than twenty-four (24) hours notice and not rebooked as herein agreed, the PERMITTEE will remain responsible for the payment of the user fees for the scheduled time(s).

11. The TOWN shall not be responsible for any lost, stolen, damaged, or misplaced personal items or equipment of the PERMITTEE including but not limited to, items left in the gym or surrounding property.

12. NO SMOKING OR ALCOHOLIC BEVERAGES ARE ALLOWED IN THE BUILDING OR ON THE GROUNDS AT ANY TIME.

13. All automobiles must park in the school parking lot or other designated parking area.

14. No food or drink is allowed on the gymnasium floor.

15. This request shall not be considered approved unless and until it is signed and dated [or confirmed via TOWN accepted email, telephone or online protocol] by a duly authorized TOWN representative.

I further state that I have authority to act in behalf of the above-named organization.

(Organization)

TOWN OF ARLINGTON
By its duly authorized representative

(Signature of Individual or
Authorized Representative

Dated: _____

Dated: _____