

Town of Warren, RI Facility Use Permit

NUMBER OF PEOPLE _____

DATE OF FILING _____

Organization: _____	Contact Person: _____
Mailing Address: _____	Email Address: _____
Phone #: _____	Purpose of Use: _____
Date of Use: _____	Time: _____

PLEASE SPECIFY AREAS NEEDED AT THE FACILITY

- PETE SEPE PAVILION** _____
- WARREN RECREATION PARK** _____
- VETERAN'S FIELD** _____
- BURR'S HILL PARK/BAND SHELL** _____
- MARY V QUIRK** _____
- TOWN BEACH (special use only)** _____
- OTHER RECREATION PARKS** _____

PRIOR TO USE

- Keys needed # _____
- Certificate of Insurance
- Landscape binder
- Game Schedule
- Practice Schedule
- Indemnification signed
- Approved Entertainment Lic. _____
- Approved Liquor License _____
- Parking exceptions _____
- Food Truck approval # _____
- Vehicles on Park grounds
- Additional structures _____
- Detail needed # _____

APPROVAL	AFTER USE	FEES	Check #	DATE
<input type="checkbox"/> Warren Police Department	<input type="checkbox"/> Keys returned	Deposit \$ _____	_____	_____
<input type="checkbox"/> Warren Fire Department	<input type="checkbox"/> Facility Cleaned	Rental Fee \$ _____	_____	_____
<input type="checkbox"/> Building Official	<input type="checkbox"/> Deposit returned	Clambake Fee \$ _____	_____	_____
<input type="checkbox"/> Warren Town Clerk		Total \$ _____		
<input type="checkbox"/> Warren Town Council	Date _____	** \$50 deposit fee returned upon a clean inspection of the facility after use.		

I, the undersigned have read the rules and regulations regarding the use of facilities in the Town of Warren. I shall be present and assume personal responsibility. I also understand that no alcohol is allowed unless a liquor license is on file and that parking is only allowed in designated areas. Furthermore, the above organization agrees to indemnify and hold the Town of Warren harmless from any and all claims arising from the organization's use of the Warren Recreation Facilities.

Signature _____ Date _____

Approval _____ Date _____

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RULES & REGULATIONS FOR RESERVATION AND USE OF FACILITIES

Organizations wishing to use the facilities must follow these rules:

1. Fill out the Warren Recreation "Facility Use Permit" application and submit it to the Warren Recreation Department, Warren Community Center, 790 Main Street, Warren, RI 02885.
2. The application must identify a responsible adult as the designated Point of Contact (POC) for any facility usage. This person will be responsible for picking up and returning all necessary keys and overseeing the use of the facility. S/he is responsible for making sure that the rules are enforced.
3. To reserve a date for an event, a deposit of \$50 is required.
4. Balances MUST be paid 2 weeks into the season or 1 month before an event.
5. An up-to-date copy of the charter/bylaws, rulebook governing a league must be on file with the Parks and Recreation Department. Specific Game and Practice Schedules are required. Leagues will not be guaranteed facility use without it. The Department Director must approve any changes made to schedules to avoid scheduling conflicts.
6. PARKING – is allowed ONLY IN DESIGNATED AREAS. Parking is NOT permitted inside the Warren Recreation Park (past the chain). Parking on fields, grass, or other non-designated areas, without permission from the Department, is not allowed at any time. Cleanup fees will not be returned, and organizations will lose keys if this rule is not followed.
7. NO SMOKING is allowed at any time. This applies to e-cigarettes and vapor cigarettes also.
8. NO ALCOHOLIC BEVERAGES are allowed unless properly licensed by the Warren Town Council.
9. NO OPEN FIRES or bonfires are allowed except in the Pavilion fire pit for clambakes or with a permit.
10. NO ANIMALS, except for service animals, are allowed at any athletic events or at the MVQ Community Center Building.
11. Use fields/rooms that have been approved by your permit only for the purpose for which the use was approved. The main field at Veteran's Park (with track surrounding it) shall only be used for games.
12. Leagues are responsible for lining fields.
13. Leagues are responsible for cleaning up after their practices/games. Organizations are responsible for cleaning up facilities after use. All trash should be disposed of in designated areas and all materials should be returned to their original position. TRASH MUST BE DISPOSED OF IN THE APPROPRIATE RECEPTACLES.
14. Organizations will be financially responsible for any damage done to a facility while they are using the facility.
15. A CERTIFICATE OF INSURANCE is required for Leagues using the fields and/or the Warren Community Center, and for events at which alcohol will be served (with Town Council approval). The certificate must name the Town of Warren as additionally insured.
16. Depending on the size and scope of an event, the Department may require a police officer or DPW personnel. The League or other organization using the facility will be billed by the Town for the police officer's and/or DPW personnel time.
17. The Director may close or cancel an event/activity for the protection of field conditions. In the event of inclement weather forecast or standing water on the field, the POC should contact the Director as to the status of games.
18. Keys for the Fields/Facilities will be handed out at the beginning of the season and must be returned to the Department after the season. No copies are to be made of any keys. A security deposit may be required. For events, keys may be picked up the day of the event at the Warren Police Station. You must present a permit issued by the Department. Keys must be returned to the Warren Police Station by the end of the day.
19. Port-a-john rentals are required for events with over 250 people, at renter's expense.