



NEWTON RECREATION COMMISSION
 415 N. POPLAR
 NEWTON, KS 67114
 (316) 283-7330
 WWW.NEWTONREC.ORG

REQUEST FOR USE OF FACILITIES

NAME: _____ DATE: _____

ROOM(S) DESIRED: _____ ACTIVITY: _____

POOL RENTAL(CIRCLE ONE): FRIDAY 5:00-6:00 SATURDAY 1:00-2:00 SATURDAY 3:30-4:30 SUNDAY 1:00-2:00 SUNDAY 3:30-4:30

DATE(S) DESIRED: _____ CIRCLE DAY(S) OF WEEK: M T W TH F SAT SUN

ATTENDANCE EXPECTED: _____

STARTING TIME (WITH SET UP): _____ ENDING TIME (WITH CLEAN UP): _____

SPECIAL REQUEST: _____

TABLES NEEDED: _____ CHAIRS NEEDED: _____ FOOD SERVED: YES NO

ROOM SET UP REQUESTED (EXTRA CHARGE): _____

CONTACT NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

WAIVER

I have read, understand and agree to the dates, times and locations stated above. I understand this form is not considered as confirmation. Upon approval from the Superintendent of Recreation confirmation will be sent to the applicant. I understand and agree to the terms, policies and procedures set forth by the Newton Recreation Commission.

SIGNATURE _____

DATE _____

NRC STAFF USE ONLY

FEES: YES NO DEPOSIT REQUIRED: YES NO

EXTRA STAFF REQUIRED: _____

CHECK/CREDIT CARD/CASH: _____ DEPOSIT: _____

RECEIPT NUMBER: _____ TOTAL AMOUNT OF RENTAL: _____

STAFF SIGNATURE: _____ DATE: _____

APPROVED AS REQUESTED: YES NO

LIFEGUARD: _____

DATE CONFIRMATION SENT: _____ SENT VIA: _____

DEPOSIT RETURNED: _____



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NEWTON RECREATION COMMISSION RENTAL INFORMATION, POLICIES AND PROCEDURES

Reservation forms are available at the Newton Activity Center during business hours and on the Newton Recreation Commission's website, www.newtonrec.org.

To rent a facility simply fill out the form and return it to NRC with the appropriate payment and deposit. Room must be rented for a minimum of one hour. After the initial hour, room can be prorated. **Before a rental is finalized, it must be approved by the Superintendent of Recreation.** If rental is denied, NRC Staff will notify you.

Most of our facilities require a damage/cleaning deposit which is separate from the rental amount. To insure the return of your entire deposit, please make sure the facility is left clean and undamaged.

To guarantee time for set up and clean up, that time must be included in the reservation. Extra charges may be incurred for time not indicated on the reservation form. **If time allows with other rentals for the day** a 15 minute grace period will be allowed before and after the rental. Please call NRC the day of your rental to confirm the use of this grace period.

The kitchen may be reserved for an additional hourly fee. Renting the kitchen will give you access to a refrigerator, freezer, ice machine, stove, oven, and sink.

NRC will set up the facility according to your requests (this service does require an extra fee). A Facility Set Up Request form must be filled out if you would like this service. These forms are available at NRC during normal operating hours.

All rentals must follow NRC rules. Newton Recreation Commission is an alcohol free facility; no alcohol of any kind is permitted on the premises.

All signs and banners must be approved (for content and location) by NRC staff before being displayed.