



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: \_\_\_\_\_

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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](http://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.

NRC requires all rentals to follow NRC rules.

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