

YOU ARE REQUIRED TO PRESENT  
PERMIT AT TIME OF EVENT

DATE OF APPLICATION \_\_\_\_\_

**WALTHAM RECREATION DEPARTMENT  
510 MOODY STREET  
WALTHAM, MA 02453**

**2017-18 APPLICATION FOR USE OF WALTHAM COMMUNITY & CULTURAL CENTER FACILITIES**

Please complete application, sign and return to the above address. If you have any questions, please call 781-314-3475.

_____ (Name of Representative & Name of Organization if applicable)		_____ (Name of Contact for Event)	
_____ (Address)		_____ (Address)	
_____ (Zip)		_____ (Zip)	
_____ (Daytime Phone Number)		_____ (email address)	
_____ (Cell Phone Number)			

Is this a **Waltham** Youth Program? \_\_\_\_\_ If not, please explain: \_\_\_\_\_

DATE(S) REQUESTED \_\_\_\_\_

DAY(S) OF WEEK **(PLEASE CIRCLE)** Sunday Monday Tuesday Wednesday Thursday Friday Saturday

**FACILITY REQUESTED: (PLEASE CHECK)**

\_\_\_\_\_ Gymnasium \_\_\_\_\_ Auditorium/Cafeteria \_\_\_\_\_ Media Center \_\_\_\_\_ Meeting Room  
(no food service facilities available)

TYPE OF ACTIVITY (BE SPECIFIC) \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_ Children \_\_\_\_\_ Adults Number of Adults Supervising \_\_\_\_\_

Entrance time to Facility \_\_\_\_\_ Actual Time of program/activity \_\_\_\_\_ Closing time \_\_\_\_\_

REQUEST FOR TABLES AND CHAIRS: \_\_\_\_\_ Chairs \_\_\_\_\_ #Needed \_\_\_\_\_ Tables \_\_\_\_\_ #Needed

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**THE PERMIT HOLDER'S INDEMNIFICATION AGREEMENT**

The permit holder shall, to the maximum extent permitted by law, indemnify and save harmless the City of Waltham, its officers, agents, volunteers and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees that may arise out of or in connection with the permit holder's permit or use of the Waltham Recreation Facilities for any damage to its real or personal property that occurs in conjunction with the use of the Waltham Recreation Department by permit holder, unless the damage is caused by the City of Waltham's gross negligence or willful misconduct.

I have read the rules and regulations governing the Use of Recreation Dept. Facilities as adopted by the Waltham Recreation Board and agree to abide by them in their entirety. I agree to enforce the Tobacco/Alcohol Free Policy. The user of the facility will hold the Waltham Recreation Board and all its agents harmless from any problem resulting from the leasing or utilization of the premises. The Waltham Recreation Board reserves the right to cancel any permission whenever, in its sole discretion, such cancellations seems advisable.

**All parking regulations must be obeyed and will be strictly enforced.**

\_\_\_\_\_  
(Representative's Signature) \_\_\_\_\_  
(Date)

**IF PERMIT IS NOT COMPLETED DOWN TO DOTTED LINE, IT WILL BE RETURNED TO YOU FOR COMPLETION**

*Application complete with copy of License/Identification* \_\_\_\_\_ *Staff Initials* \_\_\_\_\_

The filing of this application for use of facilities within the Waltham Community & Cultural Center under the jurisdiction of the City of Waltham's Recreation Department does not necessarily mean that the application will be approved. The purpose and nature of permitted use must be clearly stated before approval can be considered. Priorities will be given to individuals and/or groups residing/headquartered in Waltham or sponsored by a Waltham resident or group, which is willing to assume legal responsibility for the activity to be held. Proper identification will be required to verify name and address of person or organization requesting to use facilities. Only completed applications will be considered. The Director of Recreation will review applications and grant approval of permits. The Director reserves the right to disapprove applications.

No permit shall be granted for the use of facilities at such time or in such manner as to interfere with the ongoing recreation programs and services offered daily by the Recreation Department within the building.

No permit shall be used for any other purpose other than the activity clearly identified on the permit application. The Director of Recreation will determine if a request is out of the ordinary and must bring it to the attention of the Recreation Board for final approval.

#### **Starting and ending times**

No activity/event may begin earlier than 9:00 a.m. No activity/event may end later than 10:00 p.m.

#### **Permits**

The permit holder may be required to obtain necessary licenses, may be required to have a police officer in attendance for providing police protection and/or provide additional insurance coverage.

#### **Bond**

In order to prevent vandalism, rowdyism, chaos, assaults, damage and other offenses upon or to persons or property, the user of the property may be required to obtain a bond at a rate to be established by the Director of Recreation or his/her designee if, in their sole judgment, they deem it in the best interest of the Waltham Recreation Department that a bond be required. Said bond will be in an amount adequate to cover liability for injuries to persons or damage to property.

#### **Trespassing**

The permit holder is responsible for seeing to it that the members of the group and those in attendance are not allowed to go into or trespass upon any area of the building or property not covered by the permit.

#### **Charges For Use Of Facilities**

Applicable fees may apply to groups to cover expenses incurred for custodial services, and utility expenses. Charges will be determined by the Director of Recreation and payment rendered prior to any group receiving their permit. Charges for the use of facilities are subject to change at any time prior to the issuance of a permit. A minimum fee of \$100.00 is charged per 2-hour period. A fee of \$45.00 is charged per additional hour.

Refunds will not be granted due to cancellation of event.

The Recreation Department reserves the right to cancel permit assignments.

All facilities within the building and on premises at 510 Moody St. are tobacco and alcohol free. This policy will be strictly enforced. Any violations of this policy will be immediate revocation of a permit and reason for denial of future applications.

The Recreation Department reserves the right to deny requests due to prior disrespect of facilities, property, equipment, personnel and/or rules and regulations.

If a permit is revoked for failure to abide by the terms and conditions, there shall be no refund of permit fee.