

YOU ARE REQUIRED TO PRESENT
PERMIT AT TIME OF EVENT

DATE OF APPLICATION _____

WALTHAM RECREATION DEPARTMENT
510 MOODY STREET
WALTHAM, MA 02453

2024 APPLICATION FOR USE OF INDOOR RECREATION FACILITIES

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

_____ Name of Licensee (Name of Organization and Representative)		_____ (Name of Contact for Event)	
_____ (Address)	_____ (Zip)	_____ (Address)	_____ (Zip)
_____ (Cell Phone Number)	_____ (email address)	_____ (Cell Phone Number)	_____ (email address)

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 LOCATION REQUESTED: (**PLEASE CHECK**) ___ WCCC, 510 Moody Street ___ 14 Church St ___ Other

FACILITY TYPE REQUESTED: (**PLEASE CHECK**) ___ Gymnasium ___ Auditorium ___ Meeting Room ___ Other

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 ___ 3 Needed

The Licensee/Permit Holder certifies that they have read and shall adhere to the following policies and requirements (two signatures are required: 1) individual with authority to bind organization/entity/individuals seeking permit; and 2) adult who will be onsite and responsible for the event during the time-period covered by the permit):

- 1) **The 2024 Athletic Fields and Recreation Facilities Permit Policy (“2024 Permit Policy”);**
- 2) **Indemnification and Warranty of the Signatory (see back of this application);**
- 3) **The Liability Insurance Requirement (see 2024 Permit Policy and back of this application);**
- 4) **No alcohol or drug use on the premises and no violation of city ordinances (see 2024 Permit Policy).**

_____ (Signatory with authority to bind Licensee organization/entity/individuals)	_____ (Signature and print name)	_____ (Date)
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_____ (Signatory who shall be onsite and responsible for the event during permitted time)	_____ (Signature and print name)	_____ (Date)
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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* _____

Indemnification and Warranty of Signatory:

1. The Licensee identified on this application/form, and the signatory personally as warrantor and guarantor, hereby indemnify and shall at all times save and hold harmless the City of Waltham, its officials, employees, agents, and volunteers and the Parks-Recreation Board, its officers, members, employees, agents, and volunteers from and against any and all claims, demands, suits, actions, proceedings, liabilities, damages, losses, judgments, of or by anyone, and costs and expenses, including without limitation the costs and expenses of litigation and attorneys' fees, for property damage or bodily injuries or personal injuries to or death suffered by the Licensee or any member of the Licensee organization or participants in the use licensed or of anyone that in any way is caused by, arises out of, or is occasioned by the permitted use or the use of the buildings, facilities, or fields owned by the City of Waltham. Without limiting the generality of the foregoing, this indemnification shall be further construed to protect the herein indemnified parties from any liability caused by, arising out of, or occasioned by the actions or inaction of the Licensee or its employees, agents, officers, members, guests, or invitees of the Licensee or of any of the Licensees' contractors, or the agents or employees of any of them, or that occur in conjunction with the permitted use, regardless of whether or not it is caused in part by a party indemnified hereunder.
2. The defense or settlement by the City of Waltham and/or the Parks-Recreation Board of any claim, demand, suit, or action against it or any of its officials, officers, members, employees, agents, or volunteers arising in any way out of the subject matter of this license shall not be deemed to be a waiver by the City and/or the Parks-Recreation Board of any of its rights against the Licensee and/or the Signatories under the terms of this license.
3. The Signatory for the Licensee hereby personally warrants and guarantees that the Licensee shall satisfy the Insurance Requirement contained in the 2024 Athletic Fields and Recreation Facilities Permit Policy ("2024 Permit Policy") by submitting to the City of Waltham Recreation Department a copy of a Certificate of General Liability Insurance evidencing that the Licensee has procured, at its own expense, General Liability Insurance that protects the City of Waltham as "an additional named insured" in an amount not less than \$1 Million dollars and that such insurance covers the licensed use/event for the time period of the event. In accordance with the 2024 Permit Policy and with the approval of the Director of the Recreation Department, on occasion waiver/releases may be allowed in lieu of this insurance requirement and in such circumstances all participants in the use licensed and all other individuals present on site during the licensed event shall sign and submit releases waiving liability for and indemnifying the City of Waltham and the Parks-Recreation Board from liability of any kind or character and assuming all risks associated with the planned activity and protecting the City's property from any and all damage (note: any user/participant without a signed release shall not be allowed to participate in the permitted activity/licensed use). Said certificate or waiver/releases shall be submitted no less than 3 days prior to the licensed event.
4. The Signatory for the Licensee hereby personally warrants and guarantees that only the licensed use shall occur on the premises and that all members of the Licensee organization and all participants in the use licensed or invitees of the Licensee shall comply with the City's ordinances that ban the use of firearms, alcohol, and drugs on City property, fields, and facilities under the jurisdiction of the Parks-Recreation Board and/or the City's Recreation Department for the duration of the licensed event. Also, for all activities where children are involved, Licensee certifies that such activities shall be supervised by individuals who have passed a CORI check within one year prior to the event. The Licensee understands that any violation of these requirements shall result in immediate revocation of any issued permit.
5. The Signatory for the Licensee hereby personally warrants and guarantees that they have the authority to bind the Licensee, each of the members of the Licensee organization, and all participants in the use licensed, jointly and severally to the terms of this License.

(Signatory with authority to bind Licensee organization/entity/individuals)

(Date)

(print name of signatory)

OFFICE USE ONLY

CORI Letter _____ Insurance Binder _____ Copy of ID _____