



**South Kingstown Parks and Recreation**  
325 Columbia Street, Peace Dale, Rhode Island 02883  
(401) 789-9301 (401) 792-9617 (fax)  
[www.southkingstownri.com](http://www.southkingstownri.com)

### **OUTDOOR FACILITY RENTAL PROCEDURES**

Thank you for your interest in reserving one of the South Kingstown Parks and Recreation Department's outdoor facilities. A facility reservation request form is attached.

Please note the following:

1. Department personnel will respond to your request within 24 hours of your initial inquiry for all requests received Monday through Thursday. Requests received Friday through Sunday will be processed no later than 12:00 p.m. on Tuesday. Where applicable, responses will be made via e-mail.
2. If space is available, your reservation will be placed on hold for 48 hours. A 50% deposit of the rental charge will be due within 48 hours of the reservation confirmation. If payment is not received, the facility reservation will be voided. Full payment is due two weeks prior to the reserved date.
3. If the reservation request is submitted within two weeks of the date requested, full payment must be received within 48 hours of the reservation confirmation.
4. If a reservation is canceled more than two weeks prior to the activity, than all payments will be returned minus a \$5 processing fee. If the reservation is cancelled within two weeks of your reservation, than the 50% deposit will be forfeited.
5. If you do not use some of your reserved dates due to inclement weather, or if you do not need all of the scheduled dates, please contact us immediately so that we can properly credit the permit. Your cooperation with this is appreciated so that we can reserve fields for another person/organization. Adjustments will not be made at the end of the season.
6. If the Park Superintendent cancels a reservation due to inclement weather, a full refund will be issued. Cancellations due to weather will be made by 3:00 p.m. weekdays. A three-hour cancellation notice prior to event will be given on weekends.

**Please Turn Over**

## FACILITY USE PROCEDURES

1. All facility requests are accepted on a first come, first served basis and will only be accepted six months in advance of the requested date (unless otherwise noted). Listed below is the priority usage for South Kingstown Parks and Recreation (SKPR) facilities.
  - A. SKPR classes and programs.
  - B. South Kingstown School Department Activities.
  - C. South Kingstown youth sports leagues and private schools.
  - D. All other groups.
2. **NO alcoholic beverages** may be consumed at SKPR facilities. Only the grills provided at the park facility may be used.
3. If required, all fees and/or insurance documents must be submitted before the facility request will be approved.
4. SKPR reserves the right to cancel facility requests due to inclement weather or other unforeseen acts that may cause damage to the facility. Determination on weekdays will be made by 3:00 p.m. A three-hour cancellation notice prior to the event will be given on weekends.
5. SKPR reserves the right to deny a facility request if the activity is deemed inappropriate to avoid over-utilization of a facility, or to protect the facility's infrastructure.
6. The user agrees to collect all trash generated by the event and return the facility to its original condition. The user is responsible for any damage to the facility that may occur during the event. Failure to reimburse SKPR for damage incurred will result in loss of future use of SKPR facilities and legal action.
7. If reserving a park with restroom facility, a \$5 non-refundable restroom key surcharge will be added to your permit. Keys must be picked up at the Guild prior to event.

### User Fee Schedule

	<u>SK Resident or 501 C-3 Non-Profit</u>	<u>All Others</u>
Basketball Court Outdoor	\$ 6 per hour	\$ 9 per hour
Basketball Court – With Lights	\$11 per hour	\$17 per hour
Baseball/Softball Field – No Lights	\$17 per hour	\$28 per hour
Baseball/Softball Field – With Lights	\$28 per hour	\$39 per hour
Picnic Area	\$ 4 per hour/Table	\$ 5 per hour/Table
Picnic Shelter- Tuckertown only	\$10 per hour	\$20 per hour
Soccer Field	\$17 per hour	\$34 per hour
Skate Park (non-exclusive use)	\$17 per hour	\$34 per hour
Tennis Court – No Lights	\$ 5 per hour	\$ 7 per hour
Tennis Court – With Lights	\$ 9 per hour	\$11 per hour
Volleyball Court (Sand)	\$ 6 per hour	\$ 9 per hour

Full Park Rental Request for special events/programs: Rental rate will be established based on the nature and scope of program/event.



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<b>Office Use</b>		
Ck _____	Ca _____	CC _____
Date _____	Clerk _____	
Permit # _____		
Rcpt. # _____		

**OUTDOOR FACILITY REQUEST FORM**

**Please Print**

Organization (if applicable) \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Individual/Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

**Facility request not approved until you receive confirmation from the Parks and Recreation Department.**

Event \_\_\_\_\_ Number of Participants \_\_\_\_\_

Day/Date(s) \_\_\_\_\_ Actual Time of Event: \_\_\_\_\_ to \_\_\_\_\_

**Park Facility(s) Requested**

- Broad Rock Playfields   
  Brousseau Park   
  Curtis Corner Playfields   
  Green Hill Park  
 Marina Park   
  Old Mountain   
  Saugatucket Park   
  Town Beach  
 Town Farm   
  Treaty Rock   
  Tuckertown Park   
  West Kingstown Park  
 Other

**Park Area(s) Requested**

- Baseball Field   
  Basketball Court   
  Picnic Area   
  Picnic Shelter (Tuckertown Only)  
 Soccer Field   
  Softball Field   
  Skate Park   
  Tennis Court   
  Volleyball

**Participation Waiver**

In consideration of the use of a South Kingstown recreation facility, I hereby waive, release, and discharge any and all claims for damages, death, personal injury, or property damage which I may have, or which hereafter accrue to me as a result of my use of the facility. This release is intended to discharge in advance the Town of South Kingstown, the Town Council, the South Kingstown Recreation Commission, its officers, agents and employees from and against any and all liability arising out of or connected with the use of said facility. It is understood by my signature below that I have agreed that this waiver, release and assumption of risk is to be binding on my heirs, personal representatives, next of kin, spouse, and assigns.

The signature below indicates the requesting group or individual is in agreement with all South Kingstown Parks and Recreation facility use procedures (see attached page and back of sheet) and the participation waiver.

Signature \_\_\_\_\_

Date \_\_\_\_\_