



Northeast Community Center Rental Application

Space Requesting				
Gymnasium	Pool	Multipurpose Room A	Multipurpose Room B	Multipurpose Room C

Name of Organization _____ NECC Member # _____

Contact Person _____ Phone _____ e-mail _____

Address _____ City _____ State _____ Zip _____

Date of event: _____

Time of Use GYM _____ (am or pm) to _____ (am or pm) Estimated attendance _____ (Age range) _____

ROOM A B C _____ (am or pm) to _____ (am or pm) Estimated attendance _____ (Age range) _____

POOL _____ (am or pm) to _____ (am or pm) Total Swimmers: Adults _____ Children _____ (Age range) _____

Description of activity or event

Do you plan to serve food? _____ Drinks? _____

Special Request (Chairs, tables, mats, etc. Subject to additional fee)

The applicant is solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of the Northeast Community Center (NECC) facility. Applicant shall be responsible for control and supervision of all people in attendance during the use of the facility. Any violation of the NECC rules and policies can result in the denial of further permits and, in case of damage to the facility, financial reimbursement for repair or replacement will be required.

I, the undersigned, have received, read and understand the NECC Rules and Policies concerning the use of the facility and agree to comply with them. I, or my representative, agree to be present during the entire period of use by the applicant / organization.

In consideration of the NECC permitting the use of its facilities, I, individually and on behalf of my organization agree to hold harmless, and indemnify the NECC, its board of directors, staff, and volunteers from any and all actions, demands, and/or claims for damage or injury, including claims of negligence, which may arise from the use of the facility. I agree that the NECC, its staff and/or board, may act in an emergency as best fits the situation if efforts to contact me fail.

Signature of Applicant _____ Date _____

Do Not Write Below This Line; For Office Use Only

Date Application & Fees received: _____ Rules Reviewed Y / N Entered in Room Manager Y / N Staff initials _____

Date Deposit received: _____ Amount\$: _____ Date Fees Paid in full: _____ Amount\$: _____

Reservation Approved by: _____ Date _____

Reservation Denied by: _____ Date _____

Walk through by _____ Security Deposit Returned Yes / No Why: _____