***Memorial Gymnasium(Pauline St.) Rules and Regulations***

1. Requests for space can only be made by the person in the organization or group that has a signed copy of these rules and they must be filed in the Parks and Recreation Office. That person must be an adult and have the authority to represent the organization or group. All requests must be officially submitted to the Parks and Recreation Office.
2. All requests must be paid in advance with the application form accompanying it. A check/money order should accompany each date requested. No payments are to be made directly to any custodian, firefighter, police officer or any other person who serves. NO DATE will be voted for approval without prepayment.
3. There is a two week deadline set for all requests consisting of booking hours more than a two hour frame on multiple dates. Requests for programs over a course of multiple weeks or months must give at least a month notice.
4. Renters who cancel must do so 48 hours or more in advance or will be required to pay the custodial fee. Renters who cancel or change 3 or more dates per year put their organization into 2nd tier status. These groups will still be eligible to rent the space but will receive last choice each year among the groups vying for multiple dates. This is done to prevent groups from considering hoarding dates early just to cover all of their possibilities, even though they know they won’t use them at all. This is denying others a fair chance and ends up leaving good dates unused.
5. Buildings will be vacated promptly when an activity is over and in no case later than 10:30 pm. If a building is not vacated by 10:30, an additional overtime fee of 2 hours will be assessed. The rate at this time is time and a half the regular rate, with a minimum guarantee of two hours.
6. It is required that all Town of Winthrop regulations be fully adhered to an all damages to the building or its contents be promptly and fully reimbursed.
7. The applicant holds harmless the Town of Winthrop for any accident which occurs while using the gymnasium facilities.
8. All organizations that rent must provide insurance coverage for their organization and provide a copy of the insurance policy with their request form.
9. At no time, will Alcohol, smoking or any type of drugs will be allowed on the premises.

**As a condition of use, I agree as the authorized representative of this organization that I will be responsible for the above.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parks and Recreation Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_