



**CITY OF NEW BEDFORD
ANDREA MCCOY RECREATION CENTER (AMRC)
FACILITY RENTAL APPLICATION**



Mayor Jon Mitchell

508.961.3015

Completion of this application is due 30 days prior to your start date and does not guarantee approval. Incomplete or unsigned applications will not be processed. All revisions must be received in writing & approved by the AMRC.

APPLICANT INFORMATION (Please note you must be an active member of the McCoy Rec Center)

Name of Applicant: _____ Name of Organization: _____

Non-Profit 501 (C)(3): Yes No; (If yes, please attach your certificate of exemption)

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Email: _____ Renter Date of Birth: _____

Purpose & Description of Facility Rental (attach additional sheets if needed):

Will donations or fees be collected? YES NO; (If Yes, you will need Park Board Approval)

Person Responsible On Site (Must assist AMRC Staff with member registration, check in process & collection of any fees)

Name: _____ Primary Phone: _____

Name: _____ Primary Phone: _____

Name: _____ Primary Phone: _____

ACCOUNT, MEMBERSHIP, and ACTIVITY REGISTRATION REQUIREMENT:

All participants in your program must create an online account, corresponding membership and register for their specific activity

The Renter is responsible for informing their participants of the above requirements and making sure they have:

1. Completed the Online Membership Registration Process at www.NBPRB.com.
2. Submitted a typed program roster listing the name of all staff, volunteers, and participants.

REQUESTED DATES FOR RENTAL:

- Available Rental times vary based on the time of year. Renting on Sundays or after hours requires a 3-hour minimum.
- The AMRC is unavailable: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving (Thu & Fri) and Christmas Day.
- Please be aware the facility has limited access during all New Bedford Public School vacation days & observed holidays.
- Rental Set Up Time: You & your participants cannot enter the building or rental area before this time.
- Rental End Time: You & your participants must be out of the rental area or building by this time.

Rental Dates:

(Application Due 30 Days prior to Start date below)

Starting Date:

Ending Date:

Exclusion Dates (any dates you will not be using the facility):

Day of Week	Rental Set Up Time	Event Start Time	Event End Time	Rental End Time
<input type="checkbox"/> Sunday				
<input type="checkbox"/> Monday				
<input type="checkbox"/> Tuesday				
<input type="checkbox"/> Wednesday				
<input type="checkbox"/> Thursday				
<input type="checkbox"/> Friday				
<input type="checkbox"/> Saturday				

Requested Amenity:

- Gymnasium
- Digital Scoreboard (\$20. Per Day)
- Volleyball Net/Stand:
\$100 per hs season or (\$5 a day)
- Conference Room
- Theatrical Stage
- Bleachers Kitchenette

Rental Activity:

- Clinic
- Team Practice
- Sanctioned Game
- Pick Up Game
- Tournament
- Other: _____

Expected Number of Participants:

Children (Under 18) _____

Staff/Volunteers _____

Membership Forms Needed _____

Total Game Day Spectators:

Adults 18 & Up _____

Youths up to 17 _____

Total Attending: _____

Andrea McCoy Recreation Center (AMRC) - Facility Use Policies

1. The City of New Bedford-Parks, Recreation & Beaches mandates that Individuals or organizations renting at the Andrea McCoy Recreation Center that are primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI (Criminal Offender Record Information) regarding employees, volunteers, vendors or contractors working directly with youth. A typed letter on official letterhead may be issued from your organization certifying that you or your staff/volunteers have completed and passed your CORI during this calendar year.
2. All individuals or organizations must provide a current certificate of insurance that states **ALL** of the following:
 - General liability coverage in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury liability
 - The City of New Bedford is listed as additionally insured
 - Property damage coverage in the amount of \$50,000 per occurrence and \$100,000 aggregate for property damage liability
3. **Deadlines for submitting Facility Rental Applications are 30-days prior to the rental starting date.** If the deadline is missed you have the option to expedite the rental process (pending availability) for a fee of \$50 or you can adjust your starting date to meet the 30-day notice.
4. **No Facility Reservation will be held without payment in full.** Reservations are processed on a first come first served basis. Rental Fees must be paid in full 2 weeks prior to the reservation start date. Please contact the office for more information.
5. **The Gym cannot be closed** to accommodate rentals during peak operating hours. Available meeting rooms, however, may be reserved during regular operating hours.
6. **The minimum time** for all reservations after normal business hours is three hours. Additional time is allotted in one hour increments. A one-hour reservation request may be honored provided the three-hour payment is made.
7. **Custodial services may be required** and will be determined by the Dept. of Parks, Recreation, and Beaches for any rental with an anticipated attendance of fifty or more guests. **The expense is the sole responsibility of the renter. No food or drink is permitted in the gym. Cooking is not allowed at the AMRC, but food may be chilled.** If food is being served, the renter must discard/remove all remaining from the premises. Renter is responsible for the cleaning of all kitchen facilities. Discarded food must be disposed of in a dumpster.
8. **A Police Detail is required for all high school games & competitions** and may be required for any type of event. Proof of the secured detail with the New Bedford Police Dept. must be submitted to the AMRC a minimum of 7-days prior to the scheduled date or the game/event will be cancelled.
9. **The Facility's athletic equipment**, volleyball nets, bleachers, balls, tables and chairs may be repositioned but must be returned to their original set up prior to leaving. Basketball rims may be lowered for small children to make their shots, but not for dunking! All rims must be raised back to 10 Feet immediately when finished! A fee may be charged for any group that does not return the facility to its original state. Only Athletic shoes are allowed on the gym floor.
10. **The individual/group is only expected to occupy the facility** until the time indicated, and should relinquish the facility at the end of the reserved time. Failure to do so will result in a \$5 fee for each 5 minutes of extra time. **Set-up, clean-up and break down time must be included in rental time.**
11. **Schedule Changes, Cancellations and Refunds:** The Renter must notify the AMRC in writing, a minimum of 48 hours prior to any rental cancellation or schedule change. Failure to do so will result in forfeiture of all paid rental charges. Renters that do not show up without prior cancellation on the day of the scheduled reservation will not be eligible for a refund or credit. If NBPRB cancels a rental due to unforeseen circumstances, the rental fee for that day will be refunded or credited in full.

I have received, read, and agree to abide by all policies, agreement items, and attached rules regarding the use of the Andrea McCoy Recreation Center (AMRC).

Applicant Printed Name:

Applicant Signature:

Date:

Andrea McCoy Recreation Center (AMRC) - Facility Use Policies

12. **Termination of the rental agreement** by the renting party can occur if notice is provided in writing, to the AMRC a minimum of 14-days before the rental begins. If the rental group terminates an agreement less than 14-days before the rental, they will forfeit 50% of the payment in full plus any expenses incurred by the Department of the PRB in preparation of the anticipated rental. **A processing fee of \$50 will be charged on any cancelations requesting a refund.** Refunds can take up to 4 to 8 weeks. The City of New Bedford has the right to invoice the renter for any additional time.
13. **The AMRC schedule is subject to change due to holidays, non-school days and time of year.** The AMRC reserves the right to cancel any event at any time for health and safety reasons. In addition, if weather conditions do not permit the use of facilities for daily programs, the AMRC may cancel any event. No economic consequences shall impact the City of New Bedford due to such cancellations. In the case of inclement weather, if you decide to cancel before the rental, you may reschedule the rental pending facility availability. Once the facility/venue is occupied, no refunds will be given for cancellation. Information concerning Rec Center weather cancellations can be found on our facebook page at: www.facebook.com/NBParksRecreationBeaches.
14. The applicant individual and/or organization granted approval to use the Facility assumes responsibility for any accidents resulting in physical harm to persons or property during said use, and herewith releases and holds harmless the City of New Bedford, its employees and agents from such liability. City of New Bedford may request insurance or bond.
15. **All coaches should be trained & certified** in an approved course (American Red Cross, American Heart Assoc. or equivalent) in First Aid, CPR, AED, and Concussion in Sports.
16. **Medical Coverage for Practices, Scrimmages and Games: The renting organization is responsible for providing any and all medical coverage for their participants and their guests (visiting teams).** It is recommended a licensed athletic trainer, physician, physician's assistant or equivalent be available onsite at all practices, scrimmages and games. Participating schools are responsible for providing their own first aid kits, medical supplies such as ice packs, band aids, etc. in addition to administering any and all first aid. This coverage (and any compensation) should be provided by the renting organization. 911 Emergency Services will be called for any emergency that the participating schools/organizations cannot handle themselves.
17. All individuals or organizations at the AMRC will be solely responsible for any emergency bill generated by security, fire, ambulance, or any other agency connected with the event. The City of New Bedford shall not be responsible to indemnify any second party individuals or organizations that work for an event.
18. The City of New Bedford makes no guarantee of heat or air-conditioning. Every effort shall be made to provide a suitable temperature in all facilities, but no guarantee is implied or intended by the AMRC. There shall be no economic consequences to the City of New Bedford if an event is cancelled, altered, moved, or ended early because of temperature.
19. Technical properties (radios, DJ equipment, lights, sound equipment etc) may be brought to the AMRC for events by the individual or organization sponsoring the special event. The City of New Bedford takes no responsibility for the care, protection, storage, use, set-up or takedown of this equipment. All use and liability for personal or leased equipment is the sole responsibility of the individual or organization. The use of such equipment must be cleared in advance with the AMRC and the City of New Bedford reserves the right to cancel, alter, or stop any event if the equipment is deemed inappropriate for any reason whatsoever by the AMRC staff on duty. Said cancellation, alteration, or stopping of the event will not have any negative economic consequences to the City of New Bedford.

I have received, read, and agree to abide by all policies, agreement items, and attached rules regarding the use of the Andrea McCoy Recreation Center (AMRC).

Applicant Printed Name:

Applicant Signature:

Date:

Andrea McCoy Recreation Center (AMRC) - Facility Use Policies

20. Use OF THE FACILITY SHALL BE RESTRICTED TO THE RENTER & THEIR INVITED GUESTS. The Renter shall not sublease or assign use of the premises.
21. No alcoholic beverages shall be served, sold, advertised, or exhibited in the facility without the express written permission of the Park Board, the Department and the New Bedford Licensing Board.
22. Nothing shall be advertised for, sold from, or exhibited in the AMRC without the express written permission of the Park Board and the Department.
23. The use of any inflatables such as a bounce house is prohibited.
24. The gym scoreboard rental fee is \$20 per day. Use our volleyball net & stands costs \$100 per season.
25. The coach should arrive early enough to make sure team members check/scan in at the welcome desk and to supervise them from the time they arrive until the time they leave. Athletes will not be allowed into the gymnasium until the coach has arrived.
26. Athletes who show up early, without a membership or a coach present will not be admitted until they complete the membership process with the Rec Center.
27. If your coaching staff does not show up for your team's scheduled practice/rental time, your team(s) cannot practice. If you do not provide staff the gym will be closed for that rental time; it does not revert to open gym time.
28. During daily open gym time, Players who have a current membership, who intermingle with rest of the open gym participants, may play and shoot around as any participant can.
29. Open gym cannot be a training option for your athletes or a supplement for when you do not provide a coach or practice time. We have many youth in the community who need a safe place to be. AMRC members cannot be pushed out for your team to run informal practice.
30. For safety reasons, any student of your school/organization (including team members) must have a current AMRC Membership to access the facility during normal building hours. Students who arrive 1-2 hours in advance of your school's rental time must be an active participant in open gym, the computer lab, or the art room.
31. It is your responsibility to make sure your student-athletes understand the above policies and the appropriate time to show up. Your coaches & staff are required to be registered members as well.
32. Any requests for changes in schedules or policies must be made by the school's Administrators or the Athletic Director not the coach. Requests must be made directly to the Rec Center Manager providing 48 hours notice or more. Rec Center staff do not have the authority to make changes to rental schedules or policies.
33. The individual or organization must have a Designated Person Responsible on Site at all times during the rental for participants & guests to have access to the facility. **The Responsible Party will assume all responsibility for the conduct of its guests/spectators.** Participants should not be allowed to engage in any hazardous activities. Children must be supervised at all times. Responsibilities include:
 - Arriving early to greet, inform and direct attendees on how to check in properly.
 - Making sure the rental starts & ends at the appropriate times.
 - Set up & Breakdown of all equipment within the agreed upon Rental time.
 - Maintaining order among all attendees throughout the rental.
 - Assist all AMRC staff to ensure all attendees adhere to all facility policies & procedures.
 - Providing your own 1st aid kit, supplies, and care if necessary.
 - Removing all trash from the gymnasium and/or facility at the end of the event and restoring the facility to its original state.
 - If renting after hours, wait with all student-athletes until they have departed the AMRC.

I have received, read, and agree to abide by all policies, agreement items, and attached rules regarding the use of the Andrea McCoy Recreation Center (AMRC).

Applicant Printed Name:

Applicant Signature:

Date:

If the 30 day deadline has passed:

- I wish to expedite my application (if the facility is available) for the fee of \$50
- I will adjust my starting date and **do not** wish to expedite my application

Waiver

In consideration of this application and/or the right to participate in this agreement, I or my designated representative, release the City of New Bedford, its employees, agents, representatives, and other persons or organizations for whose conduct the City may be responsible from any and all liability, loss damage, costs, claims and/or causes of action, including but not limited to all bodily injury claims and property damage resulting from or arising out of the use of the premises, facilities, or equipment of the City of New Bedford, and/or caused in any way by the City of New Bedford, its employees, agents, representatives, and other persons or organizations for whose conduct the City may be responsible. I have been informed of the policies, including the refund policy, if applicable. I fully understand this waiver and voluntarily accept its terms. I certify, under the penalties of law, this information is correct.

Applicant Printed Name: _____

Title: _____

Applicant Signature: _____

Date: _____

Name of School or Organization: _____

OFFICE USE ONLY

Amount Due: _____ Payment Type: Check # _____ Money Order # _____ Credit Card - Conf. # _____

Date Received: _____ Amount Received: \$ _____ Staff Person Receiving Payment: _____

ANDREA MCCOY RECREATION CENTER - Competition/Game/Tournament Policies:

- 1. Game Schedule, Date Changes and fees:** For the purpose of safety, expense, convenience or other valid reasons, the Rec Center Manager shall have the prerogative to set or change the site date of any game after consultation with the PRB Administrative Staff. Games held after the day's operating hours require a minimum rental fee of 3 hours.
 - 2. Postponement:** Postponements due to inclement weather or other unusual circumstances will be determined by the PRB Administrative Staff. The rescheduling of a postponed game will depend on facility availability.
 - 3. Suspended Game:** If a game is suspended due to time constraints, it will be completed the next available date.
 - 4. Solicitations:** Any fundraising activities on site must be approved by the PRB Administrative Staff.
 - 5. Visiting Teams/Schools:** Teams or Schools that arrive to the AMRC early for competitions will not be allowed to get into the gymnasium until the designated time rental. Please remind schools to plan to arrive no earlier than 20 minutes.
 - 6. Medical Coverage:** Participating schools are responsible for providing their own first aid kits, medical supplies such as ice packs in addition to administering any and all first aid. A licensed athletic trainer or equivalent should be available at all contests. This coverage should be provided/compensated by the Host School. 911 Emergency Services will be called for any emergency that the participating schools cannot handle themselves.
 - 7. Staffing & Supplies:** The host school should provide a Game Administrator along with a minimum of three (or more) staff/volunteers who are available one hour prior to the start of the gym rental time. These individuals should be responsible to manage & oversee:
 - The set up all necessary tables & chairs for the scorer's table, provide/train a scoreboard operator.
 - The set up of audio equipment, scorebooks & rule books, basketballs and any other necessary items.
 - Greeting & informing early arriving spectators/participants, when to enter the gym and where to sit.
 - Direct coaches, players, team & game officials where to change & keep belongings.
 - Keep all teams (players & coaches) and spectators off the court until the designated rental time.
 - Inform spectators that all balls and food or drink (except water) and is prohibited in the gym and bleachers.
 - Enforce the maximum amount of spectators allowed. (we are working on that max capacity number)
 - Inform spectators that all noisemakers, confetti, balloons, towels, & thunder sticks are prohibited.
 - Keep all spectators off the court during halftime or any stoppage in play.
 - 8. Pre-game warm-up:** Starts when the official rental time begins. Teams should not run through the area where opponents are warming up. Teams should only enter, jog and warm up on their half of the Court.
 - 9. It is the host team's responsibility to:** Provide all necessary balls, rule books, scorebooks, clip boards and any item necessary to administer a game.
 - 10. Post Game:** Clear the gymnasium of all players & spectators immediately following the game, break down all tables & chairs, and clean any and all trash left behind by players & spectators.
- **Failure to comply with the above policies may result in increased charges for staff, custodians and police officers.**

I have received, read, and agree to abide by all policies, agreement items, and attached rules regarding the use of the Andrea McCoy Recreation Center (AMRC).

Applicant Printed Name:

Applicant Signature:

Date:

The Andrea McCoy Recreation Center is the perfect venue to host your next rental. Schools, teams or organizations wishing to rent the AMRC should submit their request in writing at least 30 days prior to the rental. Requests are typically processed 8 a.m. - 4 p.m., Monday through Friday. Confirmation of the request will be made by the AMRC Manager once it is determined that all requirements of the rental are satisfactory.

PLEASE FOLLOW THESE STEPS TO REQUEST A SPACE AT THE AMRC:

1. Visit, Call or Email your request for a Facility Rental Application.
2. Complete & sign the application and return it to the AMRC Manager at 181 Hillman St. (bldg #8) Thirty days prior to your desired rental date. The Manager will be in contact via email or phone to give final approval with a detailed quote within two to five business days.
3. Upon receiving the reservation availability from the AMRC Manager, payment in full is due to secure the rental date(s). Once reserved, any requested changes to the application must be received in writing and approved by the AMRC Manager at least five (5) business days prior to the first day of the scheduled rental.

Rental Application Checklist

- Application has been submitted 30 days prior to start date -OR- Expedited Application (\$50 Fee)**
- Letter of Verification listing all staff/volunteers and stating all are CORI certified**
- Certificate of Insurance listing:**
 - General liability coverage in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury liability
 - The City of New Bedford is listed as additionally insured (181 Hillman St., New Bedford, MA 02740)
 - Property damage coverage in the amount of \$50,000 per occurrence and \$100,000 aggregate for property damage liability
- All "Persons Responsible on Site" listed**
- Hard Copy of Police Detail Reservations for Home Games**
- Verification letter listing all staff/coaches are certified in First Aid/ CPR/AED & Concussions in Sports**
- All specific rental dates & times including exclusion dates and alternate times have been listed**
- All home game dates & times and all away game schedules have been included**
- Submitted a complete roster of all staff, volunteers and participants involved in rental attached**
- 1st Aid Kit & Supplies**
- Inform all staff, volunteers, and participants that they will have to create an online account, membership, and activity registration at www.NBPRB.com to be admitted into the facility.**

--Please keep for your records--

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ANDREA MCCOY RECREATION CENTER – Home Game Work Assignments:

(Please give this form to AMRC Staff upon arrival for your game)

Home Basketball Game Work Assignments

Avoid charges & fees for Police Details (\$200 per game) & Custodians (\$80 per game) by providing the following coverage 30-Minutes prior to game time

Please remind visiting schools not to arrive exceedingly early since they will not be allowed on the court until the scheduled time.

Stations	Responsibilities	Name of Worker
<p>Station-1 Entrance Monitor:</p> <p><i>Monitor the Main Door for the whole Game</i></p>	<p>Main Gym Entrance Door:</p> <ul style="list-style-type: none">• Keep game spectators & both Home & Visiting teams out of the gym until 5:00pm.• At 5:00pm allow teams & spectators in and direct spectators to proper bleacher area for seating.• Enforce No Food or Drink in Gym Unless its water. Do Not Allow Glass Bottles. (this is to avoid custodial fee's for clean up)	
<p>Stations 2 & 3:</p> <p><i>Set Up Gym & then monitor spectators for whole game</i></p>	<p>In The Gym:</p> <ul style="list-style-type: none">• Set Up Scorer's Table, Chairs, Audio Equipment etc.• Monitor spectators for unsportsmanlike behavior• Help enforce no food or drinks in stands except water. No Glass Bottles.	
<p>Station 3: Game Administrator</p> <p><i>Oversee Safety of all Participants</i></p>	<p>Game Administrator at Scorer's Table:</p> <ul style="list-style-type: none">• Work with McCoy Staff & Game officials for any spectator problems• Handle any injuries requiring 1st Aid• Cannot be actively coaching.	