

**Selma Parks & Recreation  
Richard B. Harrison Gymnasium  
Rental Rules and Procedures**

**Renters MUST adhere to the most restrictive local, state or federal distancing, group size and other precautionary guidelines. If groups do not, rentals will be cancelled at department/town discretion and NO refunds will be issued.**

- The facilities are available to groups and individuals by reservation on a first come, first serve basis for public and private events and activities.
- Groups and individuals may reserve the facility through the Town of Selma Parks and Recreation Department by completion of the Facility Use Application and payment of all appropriate fees.

**Reservation Procedures**

- The facilities are available for rental when there are no scheduled Parks and Recreation activities. They may be reserved no more than ninety days in advance and no less than fourteen days prior to the first day of activity.
- All fees and deposits must be paid when the reservation is made. A refund will be made for all reservations cancelled 14 days prior to the requested date, after which no refund for the base rate and/or hour rate fees will be made.

**Availability**

- The facilities of Richard B. Harrison Gymnasium will be available Monday through Sunday from 8:00am – 11:00pm with clean up completed by 12:00 midnight.

**Rates**

- The Town of Selma has established one rate for rental groups.
- The security deposit will be used to defray the cost of any damages to the facilities, their contents or for any extra expenses incurred by the Town arising from use of the facilities by the renting party. Extra expenses include, but are not limited to, extra use fees, storage fees, fees for overtime use of the facilities, and excessive supervisory costs. The security deposit may be forfeited for violations of the Rules for Use of the Richard B. Harrison Gymnasium. A payment for costs to the Town in excess of the security deposit will be due fourteen (14) from the date of billing. After inspection of the facility, the security deposit will be refunded in 7 to 10 business days by a Town issued check.

## **Rentals Rules & Regulations**

- All dates and times stated on the Application for Use will be strictly enforced.
- One person must be designated by name as responsible for the rental and must be identified and present at the facility. This person will be the primary contact and must be at least 21 years of age.
- Alcoholic beverages are prohibited on the Richard B. Harrison campus.
- Any items left by the rental organization/responsible person become the property of the Parks and Recreation Department after 24 hours and may be disposed of at that time.
- The Selma Parks & Recreation Department reserves the right to require the rental organization/responsible person to perform any other functions that may be deemed necessary to see that the activity is operated in a manner which will not be objectionable to the residents of the neighborhood.
- The Department may deny the use of the facility to any group whose proposed activity is illegal or poses a significant threat, risk, damage or danger to the facilities or persons in attendance, or that fails to establish responsible supervision. The Department reserves the right to terminate any rental in progress without refund due to situations arising out of the rental.
- Infractions of any laws or ordinances occupying the facilities or violations of any rule contained herein shall be grounds for immediate termination of use of the facilities without refund, for forfeit or part or all of the security deposit, as well as any applicable criminal charges.
- The rental organization/responsible person will be responsible for returning the facility in the same condition received, including but no limited to room set up and trash removal.
- Gym floor will be swept after each practice, class, meeting, activity or every hour of use.
- Absolutely no food, drinks, candy, or gum permitted in the gymnasium, dressing areas, equipment rooms or restrooms.
- Only non marking tennis shoes allowed on the playing area of gymnasium floor.
- All participants are asked to wipe their shoes on the mats before entering gymnasium or restrooms.
- Restrooms will be cleaned at the end of each event or activity or more depending on amount of use and need. Any spills must be mopped immediately. Restrooms must be

swept, mopped, and litter picked up. Water closets and sinks to be cleaned. Mirrors and partitions wiped down.

- No smoking or use of tobacco products of any kind permitted in the facility.
- All facilities (gymnasium, restrooms, lobby, parking lot, and dressing area) are to be left as they were found. Bleachers swept out and returned in position and gym floor swept.
- Each group/organization/individual using the facility will be responsible for any and all damages that occur during or as a result of their activity or event. Damages must be reported to the Recreation Department or supervisor present immediately.
- Students and participants are required to attire themselves in the standard or appropriate gear for their respective activity.
- No signs, posters, bulletin boards, decorations, tape, etc. Shall be affixed on any walls, floors, windows, goals, bleachers, rafters, ceilings, or doors in any part of the gymnasium, restrooms, dressing areas or lobby.
- All entries, exits and corridors must be kept clear at all times.
- All litter must be placed in the bins provided.
- Changing of clothes must be done in dressing areas only and shirts and shorts required at all times. IN some instances NCS students may wear long pants in PE class.
- Ball playing or horse play is not allowed in the dressing areas, corridors, lobby, bleachers, or restrooms.
- Equipment should not be adjusted or tampered without prior approval from Selma Parks and Recreation Department. No equipment or furniture should be placed in the gymnasium or any part of the facility without approval from SPRD. In the event of a PA system is required for an event or function a table with tennis balls affixed to the legs will be allowed on the court.
- Dunking of the basketball will not be permitted. This includes warm-ups, halftime, during the game and post-game.
- The Town reserves the right to cancel the use of the facility in case of emergency or in the event it is absolutely necessary to reschedule an event on the date requested.
- The Town reserves the right of inspection at any time and removal of groups or individuals not following the rules and regulations. Failure to comply with, or in violation of, above said rules and regulations will result in immediate revocation of permission to use the facility. Any violation of above said rules and regulations by the Board will be identified in writing and addressed immediately. The Board will be given an opportunity

to correct the violation and will not be allowed to resume use of the premises until violation is corrected.

- **Rental Fees**: An hourly fee is charged for the use of Richard B. Harrison Gymnasium.

Fees

Security Deposit	\$100.00/ use
Gymnasium	\$60.00/hour
Security Fee (2 officers)	\$20.00/hour per officer
Score Clock System	\$3.00/per game
Score Clock Operator	\$10.00/per game

# Richard B. Harrison Rental Application

Individual/Organization Name: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Will a Participation Fee be Charged:                      Yes      No      (please circle one)

Responsible Person: \_\_\_\_\_                      Email Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W)

Mailing Address: \_\_\_\_\_

Dates Requested      Start Time\* \_\_\_\_\_ End Time\* \_\_\_\_\_ Total Hours \_\_\_\_\_

Security Deposit      \$100.00

Base Fee (Hourly)      \$60.00 x \_\_\_\_\_ = \_\_\_\_\_

Total: \_\_\_\_\_

Additional Information or Special Information:

\_\_\_\_\_  
\_\_\_\_\_

Waiver and Release:

By signing below, the responsible person acknowledges that he/she has received and reviewed a copy of the Facility Rental. Procedures and Rules of the Town of Selma and fully understands and agrees that he/she and members of his/her group. Will comply with each rule and regulation listed. It is further understood and agreed that the Town of Selma and will not be held responsible for any injuries incurred on property and the Town of Selma will not be held liable for such injuries. Any violation of the Facility Rental Policy by applicant will be cause for immediate termination of facility rental.

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:** Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ By: \_\_\_\_\_

