

JOHNSTON PARKS AND RECREATION DEPARTMENT FACILITY REQUEST FORM

Johnston Parks and Recreation Department || Located at Johnston Memorial Park
1583 Hartford Avenue • Johnston, RI 02919 • 401-272-3460 || www.johnstonrec.com

Organization's Name: _____

Address: _____

City/Town: _____ Zip Code: _____

Contact Name: _____

Phone: _____ Email: _____

FACILITY REQUEST FORMS MUST BE STAMPED BY THE PARKS AND RECREATION DEPARTMENT TO BE VALID

Event: _____ Number of people expected: _____

FACILITY REQUESTED – PLEASE REFER TO THE ATTACHED SHEETS FOR FACILITY FEES

DUNN BUILDING ___ PARRILLO BUILDING ___ ISLAND/BRIDGE ___ USE OF ENTIRE PARK ___
BASKETBALL COURTS ___ TENNIS COURTS ___ STAGE/BANDSTAND ___ KENNEDY FIELD ___ SUSI FIELD ___
ENGINEERS FIELD ___ MAZZULLA FIELD ___ WOODLAKE 1 ___ 2 ___ 3 ___ 4 ___ INDOOR RECREATION CENTER ___
SOCCER COMPLEX: TURF FIELD ___ GRASS FIELD ___ FIELD HOUSE ___ RAINONE GYM ___ CRICKET FIELD ___

Date of Event: _____ Time of Event: _____ AM/PM to _____ AM/PM

Will there be outside entertainment request (bouncy house, food vendors, bands, etc.)? *Yes ___ No ___

***If yes, you will need an insurance certificate from the company that is providing the entertainment, which must include the Town of Johnston, Johnston Parks and Recreation Department, and Johnston Memorial Park as an additional insured. If using a field, please name the field as an additional insured as well.**

***If yes, please explain:** _____

Will you need electricity? Yes ___ No ___ If yes, what will you be using it for? _____

• The Johnston Parks and Recreation Department will not hold a facility without payment.

• We do not provide tables or chairs.

• Groups are responsible to leave facilities in the condition they were in upon arrival.

NO DRIVING IN THE PARK.

• No smoking, dogs (service dogs allowed), alcohol, or open flames allowed. Gas grills are allowed only.

If you hang any decorations, you must take them down. No confetti Allowed

BASEBALL/SOFTBALL FIELDS

(Kennedy Field, Susi Field, Engineers Field, Mazzulla Field, Woodlake Field 1,2,3,4)

Practice/Try-outs: 2 hour minimum, \$30 per hour/resident, \$35 per hour/non-resident; additional \$15 per two hours with lights, additional \$25 per four hours with lights.

GAME* \$65 per/Johnston resident (\$75 with lights); \$80 per/non-resident (\$90 with lights); 2 hr. game maximum

4 HOURS \$80 Johnston resident (\$100 with lights); \$105 non-resident (\$125 with lights)

6 HOURS (“Double-header”) \$115 Johnston resident (\$135 with lights); \$155 non-resident (\$175 with lights)

8 HOURS \$155 Johnston resident (\$175 with lights); \$205 non-resident (\$225 with lights)

All Day \$230 Johnston resident; \$280 non-resident

Tournament Maintenance Fee: \$75.00 (6 hours or more/per day)

*Singular baseball games scheduled at Engineers Field will fall under the four (4) hour rental.

JOHNSTON MEMORIAL PARK FACILITIES

Dunn Building 4 Hours: \$100 Johnston resident; \$125 non-resident

8 Hours: \$125 Johnston resident; \$150 non-resident

Parrillo Building/ 4 Hours: \$75 Johnston resident; \$100 non-resident

Park Stage/ 8 Hours: \$100 Johnston resident; \$125 non-resident

Park Island *There will be an additional \$25 fee for electricity for 4 hours use. There will be an additional \$35 fee for electricity for 8 hours use of the buildings (i.e. bouncy house, outside entertainment).

Entire Park \$650.00 per day (Plus custodial/maintenance and/or special event fees when required)

Basketball Court, Tennis Court \$30 per hour/Johnston resident; \$35 per hour/non-resident

Open Green Space Classes/ \$25 per hour*/Johnston resident; \$30 per hour*/non-resident

Group Activities *There will be a \$5.00 fee per hour if electricity is requested (and available).

OTHER TOWN FACILITIES/EVENT REQUESTS

Soccer Complex (1741 Atwood Avenue)

Field 1 -Turf Field \$50. per hour*/Johnston resident; \$60 per hour*/non-resident (2 hour minimum

Field 2-Grass Field \$35 per hour*/Johnston resident; \$40 per hour*/non-resident (2 hour minimum)

*There will be an additional \$15 fee per 2 hours with lights or an additional \$25 fee per 4 hours with lights.

Field House Conference Room \$25 per hour/Johnston resident; \$30 per hour/non-resident

Indoor Recreation Center (1741 Atwood Avenue)

\$50 per hour/Johnston residents/non-residents

To inquire about renting court(s) at the Indoor Recreation Center (basketball, volleyball, tennis, batting cage), please call 401-437-6326 for availability.

Rainone Gym (No Birthday Partys at Rainone Gym)

\$50 per hour/Johnston resident; \$50 per hour/non-resident

Outdoor Court: \$30 per hour/Johnston resident; \$35 per hour/non-resident

Cricket Field/Gazebo (Larger event requests outside of the immediate area of the gazebo are subject to review)

4 Hours: \$75 Johnston resident; \$100 non-resident
8 Hours: \$100 Johnston resident; \$125 non-resident
Open Green Space Classes/Group Activities: \$25 per hour/Johnston resident; \$30 per hour/non-resident

Car Shows

\$200 per day/Johnston resident (\$250 per day with electricity/concessions)
\$250 per day/Non-resident (\$300 per day with electricity/concessions)

Walks

4 hours/Johnston resident: \$100 (\$125 with electricity/concessions)
4 hours/Non-resident: \$125 (\$150 with electricity/concessions)

- Johnston Parks and Recreation Department facility rental fees exclude custodial/maintenance fees (when required).
- If a Johnston Recreation Department staff member is required to be present, there will be an additional \$15 per hour/per employee charge.
- There will be a \$350.00 per day fee for use of a facility for a special event. This fee will help defray the cost of general wear and tear of the Town of Johnston’s properties and includes, but is not limited to, use of bathrooms, water, electricity, toiletries, and sewer fees.
- Please note that the walking paths at Johnston Memorial Park will remain open to the public during the event unless public safety should dictate otherwise.
- Facility fees* must be paid in full prior to the event – no refunds will be given (A 50% refund will be issued due to inclement weather).
- **CHECKS MUST BE PAYABLE TO THE “TOWN OF JOHNSTON.”**
- An Insurance Rider must be presented along with the application and payment *prior* to the event which lists The “Town of Johnston,” “Parks and Recreation Department,” and the name of the field/facility being rented (i.e. “Kennedy Field” or “Dunn Building”) as an “Additional Insured.”
- Restrooms are open during business hours only unless special arrangements are made in advance with an organization. Proper hand washing and hand sanitization practices should be followed. Water fountains will be closed until further notice.

***The Town of Johnston and the Johnston Parks & Recreation Department bear no responsibility for the risk of, exposure to, or the acquisition of COVID-19 as a result of participation or involvement in event(s) at its facilities.**

Person Responsible (Please Print): _____

Signature: _____ Date: _____

FOR RECREATION USE ONLY: PAID _____ CHECK _____ CHECK NUMBER _____ MONEY ORDER _____
MONEY ORDER NUMBER _____ CASH _____ DATE _____
SIGNATURE _____ DATE _____