

**** Please be advised that the Town of Johnston is following the guidance and recommendations from the CDC, the State of Rhode Island through the Governor's Office, and the RI Department of Health concerning the Reopening of RI as related to COVID-19. Please refer to their respective websites for the most updated information and requirements when considering a request by you/your organization to utilize a Town of Johnston Parks and Recreation Facility. Please contact our office with any questions. Thank you. ****

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: LARGE FIELD ___ SMALL FIELD ___ FIELD HOUSE ___ RAINONE GYM ___ CRICKET FIELD ___

Date of Event: _____ Time of Event: _____ AM to _____ 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 smoking, dogs (service dogs allowed), alcohol, or open flames allowed. Gas grills are allowed only.**

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 or Field 2 \$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)

\$45 per hour/Johnston resident; \$50 per hour/non-resident

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 (Closed for renovations at this time)

\$40 per hour/Johnston resident; \$45 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."**

ADDITIONAL REQUIREMENTS/NOTES:

- Masks or proper face coverings are strongly recommended for those individuals who are not vaccinated as is social distancing. You are **not** considered fully vaccinated until **two weeks** after your final dose or receipt of any required booster shots.
- Playing sports may increase the risk of transmission of COVID-19. Participants, athletes and the parents of minor athletes should carefully weigh the risks of playing sports during the COVID-19 pandemic and take into consideration the sport, setting, local COVID-19 transmission rates, and individual circumstances such as underlying health conditions which may increase the severity of the effects of COVID-19 if contracted.
- Sports leagues and organizations that participate in or host higher risk sports indoors are **strongly encouraged to require a negative COVID-19 test or proof of vaccination** from all participants prior to the start of each competition. Sports leagues and organizations are also encouraged to establish policies that require regular COVID-19 testing for all participants and members.
- **Screening:** All players, staff, coaches, officials, volunteers and spectators **should screen** for symptoms related to COVID-19 prior to the beginning of each activity or before entry into an indoor sports facility. Any person exhibiting signs of illness and any person who has been exposed to a person with COVID-19 **must be excluded from the activity**, seek proper medical attention, and quarantine as necessary in accordance with CDC and RIDOH guidelines at <https://health.ri.gov/diseases/ncov2019/>.

- **Pending Tests:** Coaches, staff, athletes, officials and spectators who are symptomatic or have been in close contact with someone who is COVID-19 positive should not attend games, practices, or any related sports activities while waiting for COVID-19 test results. This provision does not apply to coaches, staff, athletes, officials and spectators who are ordered to be tested routinely by RIDOH (e.g., employees of congregate care facilities).
- **COVID-19 Positive Case and Quarantine:** If a player, coach, official or member of a team, sports organization, or a stable group test positive for COVID-19, they must quarantine as necessary in accordance with CDC and RIDOH guidelines. All members of the team or group who have been in contact with the individual who tested positive for COVID-19 should monitor for symptoms and, if a close contact/contacted by the RIDOH, will need to quarantine as necessary in accordance with CDC and RIDOH guidelines.
- **Stable Group:** Organizations and individuals that operate sports leagues, camps, and clinics (including all interscholastic, “pick-up” games, and other informal athletic activities) which have participants who are unvaccinated are strongly encouraged to organize players and participants into “stable groups” when feasible. The term “stable groups” means the same individuals, including players, coaches, staff and volunteers, remain in the same group over the course of the entire program. It is not recommended for participants to change from one group to another. When stable groups are not engaged in active play with one another, social distancing is recommended.
- **Interstate Sporting Events:** All sports organizations, teams and groups should follow any and all applicable, current executive orders regarding interstate travel. All individuals who have tested positive for COVID-19 should cooperate with the RIDOH and advise other close contacts to do the same and follow RIDOH’s guidance to limit the spread of COVID-19.
- **Shared Objects:** Discourage sharing of items that are difficult to clean, sanitize, or disinfect between use (e.g., bats, racquets). Participants should bring and use their own equipment where possible, or have equipment designated and labeled for individual use by the organization. Cups, bottles, or other food/beverage items should *not* be shared, and water bottles should be clearly marked with names.
- **Hand Cleaning:** Frequent handwashing or hand sanitizing should be promoted with all participants engaged in sports activities and spectators as well as those utilizing rest rooms. If soap and water are not readily available, hand sanitizer containing at least 60% alcohol may be used.
- **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.
- Policy and requirements are based on active *State of RI Executive Orders as well as CDC and RIDOH recommended guidelines*. Please refer to their respective websites for further information.

***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 _____