



2022 PINE KNOLL RENTAL APPLICATION

Rec office: 328 North Main Street, East Longmeadow, MA 01028 (413-525-5437) recreation@eastlongmeadowma.gov / Pine Knoll

Facilities: 1974 Allen Street, Springfield, MA 01118 / EastlongmeadowRec.com

ALL GROUPS OR INDIVIDUALS (21 YEAR OF AGE AND OLDER) PLANNING TO HOLD AN ACTIVITY AT THE PINE KNOLL RECREATIONAL FACILITY MUST COMPLETE THIS APPLICATION AND SUBMIT IT TO THE EAST LONGMEADOW RECREATION DEPARTMENT (ELRD). PLEASE REVIEW THE ATTACHED PROCEDURE/PERMITTING INFORMATION PAGES. IF POLICIES ARE NOT COMPLIED WITH, PERMITS AND LICENSES WILL NOT BE ISSUED.

SPECIAL PERMITS/LICENSES ARE THE RESPONSIBILITY OF THE PATRON AND MUST BE SUBMITTED TO AND PICKED UP AT TOWN HALL, 60 CENTER SQUARE, EAST LONGMEADOW, AT LEAST 5 WEEKS IN ADVANCE OF THE EVENT.

RECEIPT OF APPLICATION BY THE EAST LONGMEADOW RECREATION DEPARTMENT (ELRD) IS A REQUEST AND DOES NOT AUTOMATICALLY CONSTITUTE A FACILITY RESERVATION. THE APPLICATION, ALONG WITH SECURITY DEPOSIT AND RENTAL FEE(S), IS DUE AT THE TIME OF BOOKING. HOWEVER, APPROVAL OF SPECIAL PERMITS/LICENSES MAY TAKE UP TO 45 DAYS; PLEASE PLAN ACCORDINGLY. APPLICATION, ALONG WITH SECURITY DEPOSIT AND RENTAL FEE(S), FOR THE USE OF ELRD FACILITIES CAN BE SUBMITTED BY MAIL OR IN PERSON TO THE ELRD LOCATED AT 328 NORTH MAIN STREET, EAST LONGMEADOW. MA 01028.

RENTAL INFORMATION (REQUIRED)

DATE/S OF USE: _____ DAY/S OF WEEK: _____ TIME SLOT REQUESTING: _____

(FACILITY HOURS: 11 AM - 7 PM, DEPENDING ON AVAILABILITY. TIME RESERVED AND PAID FOR, MUST INCLUDE SET-UP TIME, TAKE DOWN TIME AND CLEAN UP.)

TYPE OF EVENT: _____ NUMBER ATTENDING: _____

APPLICANT INFORMATION (REQUIRED)

- PRIVATE INDIVIDUAL
- BUSINESS
- OTHER _____

NAME OF PERSON/GROUP/ORGANIZATION: _____

NAME PERSON IN CHARGE OF EVENT: _____

PHONE: _____ CELL PHONE: _____ EMAIL: _____

ADDRESS: _____

(STREET, CITY, STATE, ZIP)

FACILITY REQUESTED (AS AVAILABLE):

- PINE LODGE-** LOCATED BETWEEN THE SWIMMING POOL AND TENNIS COURTS, FILLED WITH 10' AND 8' PICNIC TABLES AND FOUR HANDICAP ACCESSIBLE PICNIC TABLES. ENCLOSED SPACE OF 35' X 60', WITH THREE LARGE GARAGE DOORS. COOKING FACILITIES- CHARCOAL GRILL AND REFRIGERATORS.
- BIRCH HALL-** LOCATED RIGHT NEXT TO THE POOL AND BEST SUITED FOR THE NEEDS OF A GROUP LOOKING FOR A MEETING SPACE DUE TO COMPLETE ENCLOSURE, LESS A SINGLE GARAGE DOOR AT THE FAR END OF THE BUILDING. EQUIPPED WITH 10' AND 8' PICNIC TABLES. THIS SPACE DOES NOT INCLUDE COOKING AMENITIES INDOORS BUT THE SITE HAS CHARCOAL GRILLS AND A REFRIGERATOR.
- POOL:** 45'X76', 6 LANE SWIMMING POOL AND AN ATTACHED 20'X40' WADING POOL THAT WAS UPDATED IN 2014. THE POOL CAN HOLD 98 SWIMMERS AT ONCE. THE DECK AND SWIMMING FACILITY COMBINED ACCOMODATE A TOTAL OF 150. POOL BEGINS AT ZERO DEPTH AND REACHED 8.5' AT ITS DEEPEST POINT AND DOES NOT HAVE A DIVING BOARD. CHANGING AND SHOWER FACILITIES ARE AVAILABLE. POOL STAFF IS TRAINED IN ACCORDANCE WITH THE STATE SANITARY CODE: CHAPTER V- MINIMUM STANDARDS FOR SWIMMING POOLS.
- BASKETBALL/MULTI-USE COURT
- FIELDS (SOCCER, BASEBALL/SOFTBALL)
- SAND VOLLEYBALL COURT (UNDER CONSTRUCTION)
- TENNIS COURT

FACILITY/POOL RENTAL RATES

- ONE BUILDING- \$40/HOUR RESIDENTS, \$55/HOUR NON-RESIDENTS (50 PEOPLE MAXIMUM)
- TWO BUILDINGS- \$80/HOUR RESIDENTS, \$95/HOUR NON-RESIDENTS (100 PEOPLE MAXIMUM)
- *AN ADDITIONAL \$30 WILL BE CHARGED FOR EVERY 25 PEOPLE OVER MAXIMUM***
- POOL- 2 HOURS: \$140 RESIDENTS/\$155 NON- RESIDENTS (SEATING FOR 40 ON POOL DECK)
- POOL ADD ON-PICNIC TABLE SEATING AREA- 2 HOURS: \$55 RESIDENTS/\$70 NON RESIDENTS

SECURITY DEPOSITS

A \$250.00 SECURITY DEPOSIT IS REQUIRED FOR ALL RESERVATIONS, PAYABLE AT THE TIME OF RESERVATION. THE SECURITY DEPOSIT IS SEPARATE FROM THE RENTAL FEE AND CANNOT BE CREDITED TOWARDS THE RENTAL. DEPOSITS WILL BE RETURNED NO LATER THAN 45 DAYS AFTER THE EVENT IF NO DAMAGES OR VIOLATIONS OCCUR.

- SECURITY DEPOSITS WILL NOT BE REFUNDED IF ANY OF THE FOLLOWING OCCUR:
 - CLEANING BEYOND NORMAL DAILY MAINTENANCE. YOUR EVENT TRASH MUST BE PUT IN THE PROVIDED DUMPSTERS.
 - STAYING AT THE FACILITY BEYOND RESERVED AND PREPAID HOURS.
 - REPAIR OR REPLACEMENT DUE TO DAMAGES TO THE BUILDINGS, FURNISHING OR GROUNDS.
 - EMERGENCY PERSONNEL ARE CALLED TO THE FACILITY DURING YOUR RENTAL FOR REASONS SUCH AS: NOISE COMPLAINTS, EXCEEDING BUILDING CAPACITY, ETC.
- THE EAST LONGMEADOW RECREATION DEPARTMENT DIRECTOR HAS THE SOLE AUTHORITY TO DETERMINE IF IT IS NECESSARY TO KEEP THE DEPOSIT TO COVER ANY NEGLECT AS WELL AS TO CHARGE ANY ADDITIONAL FEES FOR DAMAGE NOT COVERED IN THE ORIGINAL \$250.00 SECURITY DEPOSIT.

RENTAL FEES

RENTAL FEES ARE DUE AND PAYABLE AT THE TIME OF RESERVATIONS. RESERVATIONS CANNOT BE CONFIRMED UNTIL FEE IS PAID. THE FOLLOWING WILL AFFECT RENTAL FEES:

- RENTERS WHO ARRIVE EARLY OR STAY LATER THAN THE RESERVED TIME WILL BE CHARGED FOR THE ADDITIONAL TIME. ANY FACILITY USE EXCEEDING THE PREPAID TIME WILL BE CHARGED IN HOURLY INCREMENTS AND TAKEN FROM THE SECURITY DEPOSIT.
- TIME RESERVED AND PAID FOR MUST INCLUDE SET-UP TIME, TAKE DOWN TIME AND CLEAN UP.

- **PLEASE UNDERSTAND THIS AN OUTDOOR FACILITY AND SUBJECT TO THE ELEMENTS AND OTHER FACTORS. THEREFORE WE DO NOT GIVE REFUNDS LESS THAN 30 DAYS PRIOR TO THE EVENT NO MATTER THE CIRCUMSTANCES.**

RENTAL CANCELLATIONS

THE FOLLOWING FEES OR PENALTIES WILL BE CHARGED FOR CANCELLATIONS:

- **UP TO 90 DAYS PRIOR TO RENTAL- \$30 CANCELLATION FEE**
- **30-90 DAYS PRIOR TO RENTAL- 50% LOSS OF YOUR RENTAL FEE**
- **LESS THAN 30 DAYS PRIOR TO EVENT- 100% LOSS OF YOUR RENTAL FEE**

IN CASE OF EMERGENCY, OR FOR REASONS BEYOND THE CONTROL OF EAST LONGMEADOW RECREATION DEPARTMENT, WE RESERVE THE RIGHT TO CANCEL A SCHEDULED RENTAL. REFUNDS WILL BE MADE AVAILABLE IF AN EVENT IS CANCELED BY OUR DEPARTMENT.

IF SEVERE WEATHER IS PREDICTED, IT IS THE RESPONSIBILITY OF THE INDIVIDUAL WHO WAS AUTHORIZED TO RENT THE FACILITY TO MONITOR AND WORK WITH EVENT STAFF TO WATCH THE WEATHER AND DETERMINE THE MOST APPROPRIATE ACTION PLAN TO SECURE THE SAFETY OF THE EVENT PARTICIPANTS. THIS MAY INCLUDE CANCELING THE EVENT OR ADJUSTING THE TIME OF THE EVENT WITHIN THE PERMITTED TIME SLOT.

EAST LONGMEADOW RECREATION RESERVES THE RIGHT TO SUSPEND ANY INDIVIDUAL OR GROUP FROM USING THE FACILITIES IF THEIR BEHAVIOR IS ABUSIVE, DESTRUCTIVE OR VIOLATES AND OF THE TOWN OF EAST LONGMEADOWS RULES AND REGULATIONS, WITHOUT REFUND.

The applicant/person in charge is responsible for any damage, loss, accident or injury to persons or property resulting from the use of The Town of East Longmeadow's facilities. Applicants shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures, or any part of the facility. Any violation of the Town's Rules and Regulations can result in denial of further permits and, in case of damage to a facility, financial reimbursement for repair or replacement will be demanded.

I, the undersigned, have received and read a copy of the Town of East Longmeadow's Rules and Conditions included in this packet concerning use of Town facilities and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant.

In consideration of our organization/family using Town of East Longmeadow property, we agree for ourselves and our organization/family to hold harmless and not to sue the Town of East Longmeadow, servants, agents, employees, officers, officials, representatives, insurers, and/or assignees for any injuries or property damage we may suffer or incur while utilizing or going to or from the Pine Knoll facilities. I understand we/our organization is responsible for leaving the facility clean and orderly or we/our organization will forfeit the \$250.00 security deposit and may be responsible for any additional cleaning or repair deemed necessary as a result of our family/organization causing destruction to the Pine Knoll facilities.

Furthermore, I hereby agree that the Town of East Longmeadow, its employees or officers, may act in an emergency as best fits the situation if efforts to contact me or any other responsible person fail. Renter is responsible for individuals who arrive and gain entrance to facility prior to contracted time to begin set up. The Town of East Longmeadow assumes individuals arriving before scheduled entry have approval from renter and that time will be billed at the overtime rate since it has not been pre-paid.

I understand that smoking of any kind is prohibited anywhere at the Pine Knoll Recreational Facility. I understand that alcohol is prohibited anywhere at the Pine Knoll Recreational Facility unless a permit from the Town of East Longmeadow is submitted with application.

Signature of Applicant

Date