



CITY OF NEW BEDFORD

Parks, Recreation & Beaches

Jonathan F. Mitchell, Mayor



**Andrea McCoy Recreation Center Sports And Fitness Rental Application**

visit: [www.NBPRB.com](http://www.NBPRB.com) or scan QR Code for photos/descriptions of rooms

Please contact [McCoyRecCenter.Info@newbedford-ma.gov](mailto:McCoyRecCenter.Info@newbedford-ma.gov) for an Outdoor Field, Court & Sports Permit Application

Please contact [info.prb@newbedford-ma.gov](mailto:info.prb@newbedford-ma.gov) for a Non-Sports/Non-Fitness Facility Rental Permit Application

Name of Applicant or Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Renter Date of Birth: \_\_\_\_\_  
 Name of Person Responsible at this Event: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Sports/Fitness Activity/Program description, attach additional sheets if needed:

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

**Requested Amenity:**  Gymnasium  Multi-Purpose Room  Performance Stage  Other: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Set up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_  
 Event End Time: \_\_\_\_\_ Break Down End Time: \_\_\_\_\_  
 Approximate Number of adults in Attendance: \_\_\_\_\_ Number of chairs needed: \_\_\_\_\_  
 Approximate Number of children in Attendance: \_\_\_\_\_ Number of tables needed: \_\_\_\_\_

**\*\*Deadlines for submitting Rental Applications are 30 days prior to the rental starting date. If the deadline is missed, you may have the option to expedite the rental process, pending availability. To expedite there may be a \$50.00 fee or you can adjust your starting date. Rentals may require a certificate of insurance, CORI Verification, a custodian, & a police detail. YOU MAY BE REQUIRED TO FILE A SPECIAL EVENT APPLICATION WITH DPI AS WELL WITH THIS RENTAL\*\***

Special Event Permit Application has been filed with the Department of Public Infrastructure  YES  NO

**Alcohol**

**Requests for alcohol must be approved by the  
 Parks Recreation & Beaches Department and the New Bedford Licensing Board**  
*(Anyone who is found to have alcohol at an event without approval may be  
 deemed ineligible from any future rental of a city facility)*

Will there be any alcoholic beverages served at your event?  YES  NO

**If the service of alcohol is being requested, the applicant must contact the Office of the Licensing Board  
 immediately, for approval of a Section 14 Special One-Day License (s).  
 Licensing Board Staff can be reached at (508) 979 - 1457**

### Facility Use Policies

1. 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.
2. Nothing shall be advertised for, sold from, admission charge or fundraising, or exhibited in this Facility without the express written permission of the Park Board and the Department.
3. The Facility's tables and chairs may be repositioned but must be returned to their original set up prior to leaving. Balloons are not allowed.
4. The use of any inflatable toy such as bounce house or ball pit will not be allowed indoors at any time. Any outdoor use must be approved by the Park Board 90 days prior to the rental.
5. The designated "Person Responsible at this event" at the facility shall be responsible to maintain order among the attendees at this event; remove all trash from the Facility at the conclusion of the event, and; assure that the Facility's buildings and grounds are clean and restored to arrival condition prior to leaving. The Park Board may require the designated "Person Responsible at this event" to hire security depending on the event.
6. 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.
7. **No Facility reservation will be held without payment.** Reservations are on a first come first served basis. A 3-hour deposit must be given to hold a date for events in advance. Full payment must be made 30 days before the event. Please contact the office for more information. [McCoyRecCenter.Info@newbedford-ma.gov](mailto:McCoyRecCenter.Info@newbedford-ma.gov)
8. All cancellations on behalf of the renter should be made no later than 48 hours (2 business days) prior to the rental. If the rental is cancelled less than 48 hours, we cannot guarantee a refund to be made.
9. **A processing fee of \$50 will be held on any cancelations requesting a refund.** Refund can take up to 4 to 8 weeks. The city of New Bedford has the right to invoice renter for any additional time.
10. Deadlines for submitting Rental Applications are 30 days prior to the rental starting date. If the deadline is missed, you may have the option to expedite the rental process, pending availability. To expedite there may be a \$50.00 fee or you can adjust your starting date.

### 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 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.

By signing below, I am admitting having received and read the above and attached policies/rules/waiver regarding facility use of a city owned building.

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

Applicant Printed Name: \_\_\_\_\_

### If the 30-day deadline has passed:

- I wish to expedite my application if the facility is available. I am aware I may be charged a \$50.00 expedite fee.
- I will adjust my starting date and **do not** wish to expedite my application.

### Rental Application Checklist

- ✓ Payment for facility rental
- ✓ Please make checks payable to City of New Bedford, please include in the "memo" section date of event and name of facility
- ✓ Bounced checks/credit card transaction will be charged \$25 or 1% over \$2,500.00.

**PLEASE KEEP THE FOLLOWING PAGE FOR YOUR RECORDS**

**Liquor Policy**

All events that are requesting alcohol must go before the Office of the Licensing Board, which is located in City Hall, Room 206. All events with liquor requests, being single or multiple days and/or personal or private event must go through a step-by-step process that is required and cleared through the Office of the Licensing Board. **LIQUOR PERMIT MUST BE DISPLAYED AT THE EVENT.** PRB, Park Board, or the Licensing Board may require a police detail for events serving liquor.

**Catering and Cooking Regulations**

There is no cooking at any of the Recreation Centers. Kitchenettes (if operable) are allowed for use, but solely for warming food and storage. The City of New Bedford does not have any bussing of tables staff. The staff on duty is solely responsible for the building supervision. Renter is responsible for the cleaning of all kitchen facilities. Additional fee for renting the Andrea McCoy Recreation Center Kitchenette may apply.

**Cleaning Responsibilities**

The renter is responsible for the restoring of the building to its prior original condition. No rental will leave without the cleaning of the building both inside and outside. Tables and chairs must be returned to an appropriate location which is directed by the staff on duty. All decorations/accessories must be removed and taken after the event. Trash must be put in appropriate bins/barrels. Recycling is mandated by the City of New Bedford. Please use the recycling containers provided. This must be done during your rental time. Failure to meet the standards of cleanliness required may be deemed ineligible from any future rental of a city facility. If the staff of duty has to stay past the reserved time renter may be charged an additional fee to cover the staff's pay.

**General Information**

Every rental will be provided with at least one City of New Bedford employee. The employee(s) will adhere to the times that have been permitted and instructed by his/her superiors. The employee(s) on duty is not responsible for the flow or running of the event/rental. The employee(s) on duty oversees the space and reserves the right to prohibit requests/actions based on his/her judgment and knowledge of the rules and regulations of the City of New Bedford and the Department of Parks, Recreation & Beaches and any other department that is involved. The employee(s) at any point can ask you to leave if you did not follow the rental agreement. Event organizers may need to file a special events application with the department of Public Infrastructure as well, please contact PRB with any questions. **PLEASE HAVE YOUR AMRC SPORTS AND FITNESS PERMIT ON SITE WITH YOU THE DAY OF YOUR RENTAL AS IT IS YOUR KEY INTO THE BUILDING.** Please show this permit to the employee(s) when entering the building.

**Decorating**

Decorations must be placed without any materials that could harm the building either interior or exterior. Absolutely no open flames on any city premises, including fireworks, unless approved by the Fire Department and Parks Recreation & Beaches departments. Decorating and set-up time is NOT included in the rental. The renter must pay for whatever time is needed to set up and prepare for their event. Also, they will take into consideration break-down time as well. The use of any inflatable toy such as bounce house or ball pit will not be allowed indoors at any time. Any outdoor use must be approved by the Park Board 90 days prior to the rental. Please contact the office for additional information. No helium balloons are allowed in parks or park buildings.

**Outside Service Vendors**

The Department of Parks Recreation & Beaches must have contact information for any outside vendors that will be involved in the event. All vendors must fill out an "Outside Service Provider" form and agree with the rules and regulations set by the City of New Bedford and the department. These vendors should be made aware of the times reserved for set up and take down and the park regulations as well. Please use 1 form per vendor and see the last page of this application. Failure to comply with any/all these rules could result in the renter's loss and/or being deemed ineligible for any future rental of a city facility. Additional copies can be emailed and are available online and at the Park Department. The city of New Bedford may require proof of insurance from these vendors as well.

**Payment & Security Deposit**

No Facility reservation will be held without payment, a 3-hour deposit must be given to hold a date for events in advance. Full payment must be made 30 days before the event. Times can be changed up to **30 Days** before the event. Payment must be made in the form of a check, money order, or credit card. Payments cannot be taken over the phone. Any credit transaction will be charged a convenience fee, and any returned checks are subjected to a \$25.00 fee or 1% of the check amount if the check is over \$2,500.00. Events may be required to obtain a Bond or property damage insurance. If the Park Board requires a bond/insurance, they will determine the amount for the bond/insurance. Bonds do not exceed \$5,000.00 and need to be received in the office no less than 30 days prior to the rental. ***All checks should be made payable to the City of New Bedford.***

**Event Shut Down and Clean Up**

Renters are responsible for the prompt departure of their guests. If guests, vendors, or anyone affiliated with the party remain in the building past the event’s scheduled time of termination, the renter will be invoiced for the additional time. If the building is not cleaned or trash is left behind, you will not be allowed to rent a city facility in the future. The permit holder is responsible for the removal of any trash generated by participants & spectators at the end of each session. All trash must be placed in proper receptacles. Dumping of residential trash in any trash receptacles is not allowed. Recycling is mandatory. **No food or drink is allowed in the Gymnasium. Water is allowed for players to drink, ONLY WATER.**

**Closure Policy**

The City of New Bedford Parks, Recreation, & Beaches Department reserves the right to cancel, postpone, or suspend any event at any time for health & safety reasons. In addition, if weather conditions do not permit the use of facilities, PRB may cancel or postpone any event at any time. The City of New Bedford PRB Department reserves the right to close AMRC at any time due to weather, events, or other unforeseen circumstances. No economic consequences shall impact on the City of New Bedford due to such cancellations. PRB staff will work with the permit holder in advance to limit this occurrence & will reschedule if feasible based on availability. The PRB Department may have to suspend your permit for events in AMRC but will try to limit these occurrences. PRB staff will notify the permit holder.

**Cancellation**

If at any time a permit holder is not following the rules & regulations, the Parks Department has the right to revoke a permit. If the permit becomes idle & not used for more than 5 occurrences the Parks Department has the right to revoke the permit. If at any time the permit holder does not need a permit any longer, please contact the Parks Department so we can permit the building/court to another organization.

**Fees/ Residency Requirement:**

The rate does not include additional set-up & breakdown time. You must pay for all time that is needed in the building. All rentals are 3-hour minimums. Team rosters must be on file prior to final permit approval. Any training and/or classes may have an additional per person fee. Please contact our office for more information. For fee payment, please make checks payable to the City of New Bedford. Permits will not be granted until all outstanding permit fees are paid in full. **If you have any additional questions, please contact the office (508) 961-3015 extension 2 or [McCoyRecCenter.Info@newbedford-ma.gov](mailto:McCoyRecCenter.Info@newbedford-ma.gov)**

Facility	Resident (personal use)	Non-Resident** (personal use)	Not for Profit***	For Profit
AMRC Standard Rental*	\$65/hr	\$85/hr	\$95/hr	\$125/hr

\*Additional fees may be required for supplies and/or additional rooms(\$25/hr), please ask for more details

\*\* Teams with fewer than 70% New Bedford residents, or out-of-town organizations will be charged the Non-Resident Rate.

\*\*\* 501(c)(3) form required

**Permit holders are only to use locations that are specifically designated on the permit.** The location must be vacated by the end of the permitted & scheduled time. Sports/Fitness Permits are for the reservation for AMRC use only. Permits are issued “AS IS”: balls & other equipment are not included in the permit.

**Background Checks/CORI Policy:** The City of New Bedford requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI (Criminal Offender Registry Information check) is performed on all staff & volunteers working directly with the youth, in accordance with Massachusetts General Law. Organizations requesting a permit must submit in writing on the organization’s letterhead, a letter stating that all staff/coaches/volunteers have passed a CORI check. Names of these league members must be listed. A copy of the actual CORI check may be requested, if necessary. This letter must be signed by an authorized CORI officer & submitted with each application. **If this is not received, a permit will not be issued.**

**Insurance:** A current certificate of insurance is required from all user groups **naming the City of New Bedford as additionally insured.** The certificate of liability insurance should be in an amount no less than \$1,000,000.00 for each occurrence & \$3,000,000.00 in the General Aggregate. **If the policy is out-of-date the permit will expire with the policy’s end date. If partnering with the City of New Bedford Parks, Recreation and Beaches department insurance may not be needed.**

**Liability & Subletting:** Permit is for organization or permit holder use. Subletting will result in the loss of existing permits. Full responsibility & financial liability for a participant’s injuries & any property damage will be assumed by the user group. Groups do not have permission to charge any fees for admission or for rental of any City of New Bedford field/court without prior permission from the Park Board. The actual Permit must always be onsite during the use of the assigned location.

**Children’s Bill of Rights in Sports**

*Developed by the Aspen Institute through its Project Play initiative, with a working group of human rights & sportspolicy experts, the Children’s Bill of Rights in Sports identifies eight rights:*

- To play sports.** Organizations should make every effort to accommodate children’s interests to participate, & to help them play with peers from diverse backgrounds.
- To safe and healthy environments.** Children have the right to play in settings free from all forms of abuse (physical,emotional, sexual), hazing, violence, & neglect.
- To qualified program leaders.** Children have the right to play under the care of coaches & other adults who passbackground checks & are trained in key competencies.
- To develop appropriate play.** Children have a right to play at a level commensurate with their physical, mental, & emotional maturity, & their emerging athletic ability. They should be treated as young people first,athletes second.
- To share in the planning and delivery of their activities.** Children have the right to share their viewpoints with coachesand for their insights to be incorporated into activities.
- To an equal opportunity for personal growth.** Programs should invest equally in all child athletes, free of discriminationbased on any personal or family characteristic.
- To be treated with dignity.** Children have the right to participate in environments that promote the values ofsportsmanship, of respect for opponents, officials, & the game.
- To enjoy themselves.** Children have the right to participate in activities they consider fun, and which foster thedevelopment of friendships & social bonds.

We encourage leaders – from program operators to policymakers – to treat these rights as guardrails in the design of allsport activities involving youth.

**CITY OF NEW BEDFORD PARK, RECREATION and BEACHES  
RULES & REGULATIONS**

This beautiful public space is yours to enjoy for relaxation & recreation. Please respect others & help keep it clean. The Board of Park Commissioners of the City of New Bedford, by virtue of its authority, has set forth the following rules, regulations, and requirements suitable for safe, reasonable, & orderly use of the parks. Violation of rules/regulations may result in the permit being revoked & potential fines governed by City ordinance. Any person(s) violating the established Rules/Regulations or constituting a public nuisance may be requiredto leave the premises.

**Prohibited activities:**

Use of or possession of alcohol or illegal drugs	Use of vulgar or threatening language
Operation of unauthorized vehicles on park property	Parking or Driving on the lawn
Bicycles on the lawn	Dumping or littering
Vandalism of a tree, plant, or park structure	Unleashed animals or any animal within 100 ft of a recreational area
Fires, candles, fireworks, or firearms of any kind	Feeding birds/wildlife
Disturbing any birds/wildlife including habitats such as nests	Use of metal detectors
Golfing	Smoking
Performances, solicitations, or commercial activity without license from Parks, Recreation & Beaches	Use of the facility/park after it is closed withoutproper permission
Skateboarding, except were indicated	Sleeping
Food and/or drinks in the Andrea McCoy Recreation Center Gymnasium (only water is allowed)	No helium balloons are allowed in parks or park buildings.

**PLEASE ATTACH AN OUTSIDE SERVICE PROVIDER FORM TO THIS APPLICATION**

**If you have any additional questions, please contact the office**

**(508) 961-3015 extension 2 or McCoyRecCenter.Info@newbedford-ma.gov**



CITY OF NEW BEDFORD  
 Parks, Recreation & Beaches  
 Jonathan F. Mitchell, Mayor



**Outside Vendor Form**

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
 \_\_\_\_\_

Vendor Contact Person: \_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_

Vendor Type (please circle one)

- |                    |              |              |             |
|--------------------|--------------|--------------|-------------|
| Portable Restrooms | Caterer      | Band         | Bar Service |
| Event Planner      | Photographer | Tent Company | DJ          |
| Other _____        |              |              |             |

I have read and understand the conditions governing the use of the facility and park rentals with the City of New Bedford and the Department of Parks Recreation & Beaches. My signature below acknowledges that I have read and understand the rules and expectations. Failure to comply with any or all of these rules could result in the Renter's loss.

\_\_\_\_\_  
 Printed Name of Signer

\_\_\_\_\_  
 Vendor Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Event Organizer's Signature

\_\_\_\_\_  
 Date

All outside service providers must fill out and submit an Outside Service Provider form upon contractual agreement with the renter and submit it to the Department of Parks Recreation & Beaches with the City of New Bedford. Vendors may also be required to show proof of insurance as well within 30 days of the event. If you have any questions, please contact our office at (508) 961-3015  
**PLEASE FEEL FREE TO DUPLICATE THIS PAGE AS NEEDED!!!!**



# CITY OF NEW BEDFORD

PARKS, RECREATION, & BEACHES

JONATHAN F. MITCHELL, MAYOR



## Scoreboard Application

The City of New Bedford Department of Parks Recreation & Beaches has set the following procedures to ensure the safety of participants and prevent long term, irreversible damage to the park, field and/or court. The City reserves the right to deny/ revoke an activity or event from use of a city property and/or require an activity to conclude due to inclement weather, unsafe/poor field/court conditions and/or failure to comply with those rules/regulations set forth by the City of New Bedford.

Scoreboard Remote Rental 1 Day Permit (Weekday Rate) ..... **\$15.00\***

Scoreboard Remote Rental 1 Day Permit (Weekend Day Rate) ..... **\$20.00\***

Scoreboard Remote Rental Seasonal Permit (minimum 8 weeks; maximum 16 weeks) ..... **\$25.00\***

\*Additional fees may be required, please ask for more details. The scoreboard permit holder is responsible for the total cost associated with replacing and/or repairing the scoreboard remote if the remote is lost or damaged (Minimum \$400.00 fee). The permit holder is responsible for replacing batteries (AAA) as needed. The scoreboard remote will be returned within 1 business day after the end permit period.

Name of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Website (if applicable): \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Number of Days/Weeks:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Organization's Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Field Permit Holder Contact Name & Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

*My signature acknowledges that I have read and received a copy of permit procedures, rules and regulations pertaining to the scoreboard and agree to accept responsibility for the group issued the permit. I acknowledge that this application is incomplete, and a permit will only be issued upon receipt of all required documents.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date