

WHITEHALL RECREATION COMPLEX USE AGREEMENT

This agreement is between the Town of Whitehall, Recreation Board, and the following individual/ organization ("USER") for the use of the Whitehall Recreation Complex (WRC):

Name: _____

Address: _____

City/State/Zip: _____

Responsible Party/Person: _____

Phone: _____

Dates for use: _____total days for event _____

Purpose: _____

Youth Event: Yes No

Whitehall Recreation Complex (WRC) Use Policy

Any individual or organization ("user") wishing to use the WRC must register with the Town of Whitehall and pay applicable fees. Vendor fees must be collected by the user and submitted to the city office.

All users must sign a Whitehall Recreation Complex Use Agreement with the Town and Recreation Board. Copies, including fee schedules and deposit details, are available at Town Hall.

Users must contact the Town in advance to confirm availability and allow time for paperwork and inspections. **All forms, payments, and proof of insurance must be submitted to Town Hall at least 7 days before the event; failure to do so may result in denial of use.**

The Recreation Board (through Town Hall) will coordinate key pickup and inspections. No keys will be released until all agreements, deposits, and fees are submitted.

Users are responsible for any damage from the time keys are picked up until they are returned. Damaged items must be repaired or replaced at the discretion of the Recreation Board. All trash must be cleaned and placed in WRC dumpsters.

A PRE- and POST-event inspection is required. The PRE-inspection will be scheduled in advance. Skipping either inspection makes the user financially responsible for all damages or misuse.

TERMS AND CONDITIONS OF USE

There is a security and trash deposit required which will be used toward the following if the area rented is not left in the same condition as you arrived:

1. Grounds cleanup
2. Repair/replace property damage
3. Garbage collection

The portion of the deposit not used for these items will be returned upon inspection and approval of the WRC used by a member(s) of the Recreation Board. A checklist will be used for this inspection and the remaining portion of the deposit will be released when the Town of Whitehall receives a copy of this document signed by the using entity. The deposit and fee checks, in the form of a certified bank check or cashier's check will be deposited. On approval, the deposit check will be refunded within 30 business days.

I, _____, representing, _____,
agree to the following terms:

Initials

- _____ 1. To maintain the WRC in their current state, repair/replace and damage caused in the course of the event and return a clean facility to the Town of Whitehall within three business days.
- _____ 2. To obtain a "Special Events" liability insurance policy, naming the Town of Whitehall as an additional insured, with minimum limits of **\$1,000,000 per occurrence and \$2,000,000 aggregate. Proof of insurance must be provided no less than 2 days prior to the first scheduled walk through and must be in effect during the use of WRC.** Livestock contractors will also be required to provide the Town with the same insurance requirements as the sponsoring entity. User agrees that any liability for injuries occurring during the course of the event is the responsibility of the using entity.
- _____ 3. To clean up any garbage, materials, or any other waste generated by the event. Garbage containers are provided. At the end of your event, pick up all garbage from the grounds, grandstands and bleachers and place in appropriate Town of Whitehall containers.
- _____ 4. That the responsibility for scheduling events for the use of the WRC rests with the Town of Whitehall.
- _____ 5. That common sense and the best interest of the Town of Whitehall are the governing principles for the use of the WRC.
- _____ 6. I have read and understand all of the Whitehall Recreation Complex Rules and Regulations.

Responsible Party Signature: _____ Date: _____

Whitehall Recreation Complex Rules and Regulations

To protect the facility for future use, all renters must follow the rules below. Your cooperation ensures the complex remains in good condition for the Whitehall community and future events.

Rodeo Arena

- No vehicles or vendors inside the fenced arena; only the water/grooming truck is permitted on the sand.
- No pets on the arena sand (livestock and equestrian animals for rodeo use are allowed).

Baseball/Softball Fields

- Pitcher's mounds and bases must remain in their metal holders.
- No vendors, R.V.s, vehicles, BBQs, or animals allowed inside fenced sports fields.

Vendors

- A vendor is any individual/entity selling goods or services at an event (not the renter).
- Vendors must pay the required fees in addition to Town or State licenses. The renter is responsible for collecting these fees.
- Vendors must stay in designated parking areas—no vendors allowed inside fenced arenas or fields.
- Failure to comply may result in deposit deductions.

Facility Sponsor Signs

- Existing sponsor signage must remain visible and untouched during the season. Temporary signage may be added during events but must be removed afterward.

Security & Supervision

- Security is the user's responsibility.
- Users are responsible for supervising all children present.

Pets

- "Pets" refers to domesticated house animals.
- No pets in the rodeo arena (except event livestock/equestrian animals).
- Pets on-site must be controlled at all times.

FEE SCHEDULE

Item	Fee	Notes
Deposit	\$500	Held (not cashed); covers security/trash/garbage. Will receive after final walk through.
Arena Base Fee	\$300/day	Includes one pre-event arena grooming
Tractor Use	\$200 (base fee for 4 hours)	Additional hours: \$25/hour
Water Truck	\$100 per 5,000-gallon tank	
Garbage Dumpsters	\$35 per large black dumpster	
Series Events (up to 6 events)	\$500 total	Includes use of lights
	+ \$25 per water truck use	
	+ \$25 per tractor use	
	+ \$25 per groomer use	
Porta Potties	2 included onsite	Additional units billed at \$95 each to requestor
Baseball/Softball Fields	\$75/day	
South Recreation Field	\$100/day	
Vendor Fees	\$35/vendor	

Invoice (office use only)

Description	Quantity	Rate	Total
Arena Base Fee		\$300/day	
Tractor Use (Base)		\$200	
Tractor Use (Extra Hours)		\$25/hr	
Water Truck		\$100/load	
Garbage Dumpsters		\$35 each	
Grooming (additional)		\$25 each	
Series Event Package		\$500	
Porta Potty (Extra)		\$95 each	
Deposit (held, not cashed)		\$500	
Baseball Field		\$75	
South Field		\$100	
Vendor Fee		\$35	
TOTAL EVENT FEES			\$ _____

Fees Collected Date: _____

Rec Board Approval Date: _____

Proof of Insurance: Yes No

Council Approval Date: _____