

NEWPORT PARKS & RECREATION

Field Use Rules & Regulations:

- Glass bottles or containers are not allowed in Newport City parks.
- All facilities must be left clean of refuse. User is responsible for removal of all trash and recycling that exceeds capacity of on-site receptacles. If receptacles are full, litter and debris must be bagged and removed from the park with the user.
- Recycling is required by the State of Vermont. All users are responsible for adhering to the law.
- In accordance with Newport City ordinance, absolutely no smoking is permitted inside any public building or within 30 feet of windows or entrances. This includes dugouts, pavilions, tents, shelters and restrooms.
- Vehicles are restricted to roads or parking areas maintained for vehicular traffic. Parking, loading or unloading is not permitted on grassy areas without prior permission.
- Sports fields may be deemed unplayable at any time by park staff due to weather or surface conditions. Any field with standing water is unplayable, whether or not it has been posted as such. If fields are unplayable, fees will be waived and an attempt will be made to reschedule.
- All requests for field lining must be made at least two weeks in advance. Costs associated with special or additional marking beyond the standard park maintenance schedule will be at the expense of the user.
- Any event involving amplified sound must be approved by Newport Parks & Recreation and must adhere to the city's noise ordinance policy. Sound must be at a reasonable volume for park boundaries and not amplified outside the hours of 6AM-10PM.
- Events exceeding 100 people in attendance must provide portable restrooms at the ratio of one restroom for each 150 people in attendance. Some parks provide complimentary sanitary facilities seasonally to support regular park use, but additional restrooms are required any reservation expecting to draw attendance in excess of 100 people.
- Fires on open ground or in containers are strictly prohibited without written permission from the Newport City Fire Chief.
- Bounce houses, concession stands or other temporary features that require power must be approved in advance and may include additional charges.
- Expenses associated with clean-up and repair will be invoiced separately if applicable.
- The City of Newport is not responsible for loss or theft of personal property.
- The tenant is responsible for informing all participants, caterers or contractors of field use rules and regulations.
- Failure to adhere to these rules and regulations will result in additional costs for clean-up and suspension of future rentals.

Facility Rules & Regulations:

- Decorations can be hung using painters tape, tacks or other methods that won't impact paint or finish on the walls. The use of duct tape, nails and screws is prohibited. Confetti is prohibited. All decorations must be removed before departure. Expenses associated with clean-up and repair will be invoiced separately if applicable.
- Please leave the rented area as you found it. After use, all floors must be left free of debris, vacuumed and mopped if necessary. Tables and chairs should be stacked and put back as found. Please remove food from refrigerators wash all dishes. Turn off lights, flush toilets, reset thermostat and lock doors when applicable.
- All facilities must be left clean of refuse. Recycling is required by the State of Vermont. User is responsible for removal of all trash and recycling.
- Vehicles are restricted to roads or parking areas maintained for vehicular traffic. Parking, loading or unloading is not permitted on grassy areas without prior permission.
- Additional rental items must be returned in the same condition as issued. Cost associated with broken or missing items will be invoiced separately if needed.
- The City of Newport is not responsible for loss or theft of personal property.
- In accordance with Newport City ordinance, absolutely no smoking is permitted inside any public building or within 30 feet of windows or entrances. This includes dugouts, pavilions, tents, shelters and restrooms.
- The tenant is responsible for informing all guests, caterers, entertainers or contractors of facility use rules and regulations.
- Failure to adhere to these rules and regulations will result in additional costs for clean-up and suspension of future rentals.

Cancellation Policy:

- \$25 reservation deposits are non-refundable.
- All other fees are fully refundable up to 14 days of the reservation date. Without at least 14 days notice, refunds will only be issued if the unit is rented to another party.
- Field cancellations due to inclement weather or other uncontrollable circumstance may be credited toward a future reservation.