

**GASTONIA PARKS AND RECREATION DEPARTMENT
APPLICATION FOR RANKIN LAKE CLUBHOUSE**

GASTONIA PARKS & RECREATION DEPARTMENT
PO BOX 1748
GASTONIA, NC 28053
PHONE: 704-866-6839

FAX: 704-842-5104

Hours: M-F 8:00am – 5:00pm

DATE ISSUED: _____

ISSUED BY: _____

-PLEASE READ RULES AND REGULATIONS BEFORE COMPLETING THIS APPLICATION-

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Day Phone #: _____ Evening Phone #: _____

Estimated Attendance: _____ Type of Event: _____

Name of Organization: _____

Is an admission fee, subscription or collection to be made? Yes () No ()

Will any goods or concessions be sold? Yes () No () If so, what: _____

Clubhouse rentals may begin at 9:00AM.

AFTER HOURS RENTALS: The Park is open during daylight hours. Rentals lasting beyond normal park closing hours (dusk) will require an additional \$30/hr. charge to maintain park employee on hand. **No rentals past 10pm.**

DATE AND SPECIFIC TIME OF USE: _____

A **\$50 refundable CASH security deposit** will be collected at a time immediately prior to the rental when the clubhouse key is picked up. The deposit will be held, and then returned when the key is returned, **provided all rental conditions are met:**

1. The rental does not exceed the reserved, paid time allotment.
2. The group using the facility is responsible for leaving the building in a clean and orderly condition as found, with no damage to the structure or its contents, and all equipment accounted for. (an inventory list for the building is available upon request)
3. **No grease fryers are allowed on the property. Cooking grease/oil may not be disposed of in any way on the property.**
4. **Alcoholic beverages will not be allowed inside clubhouse facilities or on park grounds.** Noncompliance of this policy may result in forfeiture of security deposit and ejection from park property or law enforcement involvement.
5. The group using the facility is responsible for the set-up and take down of any tables and chairs used. All tables and chairs must be stored on the appropriate racks.
6. If the kitchen was used, sinks, counters and appliances must be left in clean condition and all food removed.
7. No tape, staples, tacks, etc. may be used on the doors, walls, ceiling (do not remove ceiling tiles), mantle, or other surfaces of the facility. Decorations may be fastened only to the provided eyebolts on the front and back walls, and the poles.
8. All personal decorations, supplies and/or equipment must be removed from the premises by the end of the reservation period.
9. All trash must be properly disposed of in the receptacles that are provided. Excess garbage should be bagged and left by the interior trash cans. Please recycle cans and plastic bottles in the blue recycle containers.
10. The Clubhouse key must be returned to the Recreation Office by 5PM of the next business day following the rental.

While using Rankin Lake Clubhouse, I agree to abide by all building rules and policies set forth by the Recreation Department and will assume all financial responsibility for any damage to said facility and equipment.

SIGNATURE OF APPLICANT: _____ Date: _____

FOR OFFICE USE ONLY

\$ _____ **Facility Fee**

\$ _____ **Special Services** _____

\$ _____ **Total Charges**

\$ _____ **Deposit due (50% of total charges due at time contract signed and reservation made)**

\$ _____ **BALANCE DUE BY** _____ **(10 days prior to rental date)**

Key picked up & deposit rec'd on: _____ Key returned on: _____ Refund given: YES () NO () If No, reason: _____

ANY REQUEST FOR REASONABLE ACCOMMODATIONS SHOULD BE MADE TO GLEN ALTMAN, ADA COORDINATOR, CITY OF GASTONIA, HUMAN RESOURCES DEPT., & 181 S. SOUTH STREET, GASTONIA, NC 28052, VOICE (704) 866-6861 OR TDD/TYY-1-800-735-2962. PLEASE ALLOW AT LEAST 48 HOURS ADVANCE NOTICE BEFORE THE EVENT.

RULES AND REGULATIONS GOVERNING USE OF FACILITIES @ RANKIN LAKE CLUBHOUSE

1. Any time needed for decorating, setting up and taking down must be included in the total time of rental. All decorations or other equipment must be removed immediately following use of building.
2. Groups and individuals using Recreation Department facilities will be assessed charges to cover costs for repairs for any property damage or loss.
3. Groups granted reservations of facilities must comply with the building rules regarding smoking, alcohol, closing hours, etc.
4. Users may not sell or offer for sale any goods or merchandise whatsoever within parks or recreational facilities owned by the City, unless permission is first obtained from the Recreation Director.
5. Games of chance are prohibited. This does not apply to the awarding of prizes when there is no charge for participation.
6. Reservations may be made up to one (1) year in advance of the desired rental date. All event reservation fees, permits, certificates of insurance, or other special requirements must be paid, obtained, presented and approved through the Recreation Department prior to the rental date.
7. **Reservation application must be signed by persons eighteen (18) years or older and picture ID must be provided. The person signing the reservation application shall be responsible for conduct of the group and the compliance with the rules and regulations of the facility.**
8. **Fees for building rentals require a deposit equal to one half of the total rental fee at the time of reservation, with the balance due ten (10) business days prior to the event. All reservations are first come first serve based on date deposit payment received.**
9. **Building reservation fees (less a \$15 administration fee) will be refunded only if the Recreation Department received cancellation notice ten (10) business days prior to the event. If the balance of the fees or cancellation notice is not received by the due date then the requested date will be released as "available" and the deposit is not refundable. The Recreation Department is not responsible for reminding a rental party of its payment/cancellation deadline beyond the statement of such on the original receipt.**
10. The restrooms located in the front of the clubhouse are available for public use throughout the rental period.
11. Recreation Department employees shall be allowed entry to the rented facilities without charge when such entry is necessary in carrying out their duties and responsibilities.
12. No City owned equipment shall be removed from premises except by City forces. The equipment will be used only in City owned facilities or facilities of another governmental unit.
13. Reservations are subject to cancellation at the will of the Director of the Recreation Department.