

GASTONIA PARKS AND RECREATION DEPARTMENT

APPLICATION FOR USE OF FACILITIES

GASTONIA PARKS & RECREATION DEPARTMENT
 PO BOX 1748, GASTONIA, NC 28053
 ADMINISTRATION (704)866-6839
 ARC (704)866-6848 BRADLEY (704)866-6847 ERWIN (704)866-6844 JEFFERS (704)866-6852 PHILLIPS (704)866-6851

DATE ISSUED _____

ISSUED BY _____

PLEASE READ BUILDING RULES & POLICIES BEFORE COMPLETING THIS APPLICATION

Facility to be Reserved _____ Requested by _____

Name of Organization (if applicable) _____

Address _____ City _____ State _____ Zip _____

City of Gastonia Resident? Yes () No () Home Phone _____ Alternate Phone _____

Nature of Event _____ Public () Private () Estimated Attendance _____

Date(s) and Specific Time(s) of Use _____

Is an admission fee, subscription or collection to be made? Yes () No () If so, amount to be charged: \$ _____

Are any items to be sold? Yes () No () If so, list: _____

Additional contacts for the event (if applicable):

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

FACILITIES TO BE USED (PLEASE CHECK)	EQUIPMENT NEEDED (# REQUIRED)	OTHER SPECIAL SERVICES
GYM ()	CHAIRS _____	1. _____
KITCHEN ()	TABLES _____	2. _____
CLUB ROOM ()	GAME EQUIP. _____	3. _____
LOUNGE ()	BLEACHERS _____	
PICNIC SHELTER ()		
ATHLETIC FIELDS ()		
GAME ROOM ()		
DINING ROOM ()		
		4. Is janitorial service needed? Yes () No ()

Shelter reservation fees must be paid in full at the date of application. Building reservation fees may either be paid in full at the date of application, or a minimum deposit fee equal to half of the rental cost paid with the balance due no later than ten business days prior to the reservation date. See rules for cancellation policy and associated fees.

MAKE CHECKS PAYABLE TO: City of Gastonia

While using the facility and equipment stated in this application, 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 facilities and equipment.

SIGNATURE OF APPLICANT _____ DATE _____

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

FOR OFFICE USE ONLY

<u>FACILITY CHARGES</u>		<u>SPECIAL SERVICES</u>	
Facility	\$ _____	Staff	\$ _____
Use of Kitchen	\$ _____	Janitorial Service	\$ _____
Picnic Shelter	\$ _____	_____	\$ _____
Athletic Field	\$ _____	_____	\$ _____
Total Facility Charges	\$ _____	Total Special Charges	\$ _____

GRAND TOTAL \$ _____

The above application complies with all policies set forth by the City of Gastonia, and facilities on the dates and times requested.

Approved by: (Rental Officer) _____

Total Fees \$ _____ Date _____ Receipt# _____ Rec'd by _____

Deposit Paid \$ _____ Date _____ Receipt# _____ Rec'd by _____

Balance Due \$ _____ Date _____ Receipt# _____ Rec'd by _____

RULES AND REGULATIONS GOVERNING USE OF FACILITIES

1. No outside group activities may be held at any time interfering with regular recreation programs.
2. Alcoholic beverages will not be allowed on any facilities of the Recreation Department.
3. Any time needed for decorating, setting up and taking down must be included in the total rental time. All decorations or other equipment must be removed immediately following use of the building.
4. When janitorial services are not utilized, facilities will be inspected after each rental and the responsible party may be assessed clean-up charges if the facilities are not left in good order.
5. Groups and individuals using Recreation Department facilities will be assessed charges to cover costs for repairs for any property damage or loss.
6. Groups granted reservations of facilities must comply with the building rules regarding smoking, closing hours, etc.
7. Groups using Recreation Department facilities for all public dances must coordinate with the Gastonia Police Department and hire the recommended number of off-duty City of Gastonia police officers for the event.
8. Rental includes use of tables and chairs at the facility. Any additional tables and chairs are the responsibility of person requesting reservation.
9. 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.
10. Games of chance are prohibited. This does not apply to the awarding of prizes when there is no charge for participation.
11. Activities shall normally cease at 11:00PM unless otherwise stated on the application.
12. Reservations may be made up to one (1) year in advance of the desired rental date. In the event of a weekend date, the date may be scheduled during the business week preceding the weekend. 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.
13. Reservation Application must be signed by persons eighteen (18) years or older and provide picture identification. The person signing the reservation application shall be responsible for the conduct of the group and the compliance with the rules and regulations of the facility.
14. Building or shelter reservations made by phone must submit the required payment by credit card at the time of the call or by 5:00 PM the next business day if paying by cash or check.
15. 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.
16. Building reservation fees (less a \$15 administration fee) will be refunded only if the Recreation Department receives a 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.
17. Fees for shelter rentals must be paid in full at the time of the reservation.
18. Cancellation of a shelter reservation will result in ½ the rental fee being non-refundable to a maximum of \$15. A reservation can be transferred to another date if the cancellation notice is received at least ten (10) business days prior to the reservation, or in the event inclement, within five (5) business days after the event.
19. 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.
20. 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.
21. Reservations are subject to cancellation at the will of the Director of the Recreation Department.
22. 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.