

Town of Huntersville
Parks and Recreation Department (HPRD)
FACILITY RENTAL AND USAGE POLICIES

(revised 09.15)

I. The Huntersville Arts and Cultural Center and all other Parks and Recreation facilities, fields and parks are operated by Huntersville Parks and Recreation Department and are available for use by priority as follows:

1. Huntersville Parks and Recreation/Town/government agency functions
2. Huntersville Co-sponsor groups
3. Huntersville non-profit, civic group, community-serving functions*
4. Private, non-profit and/or functions sponsored by and involving those who are not residents* of the Town of Huntersville

*Organizations are considered non-profit as defined by IRS 501(c)3. NOTE: Organizations may be required to sign a statement certifying group is non-profit and/or Huntersville **residents**** or provide proof of such.

****Resident**= (1) has Huntersville address and/or (2) is a Huntersville taxpayer and/ (3) lives within the

Huntersville ETJ

II. Profit-making or commercial events will not be permitted in town facilities/parks, without approval from the Parks and Recreation Director. Charitable, non-profit, community-serving organizations wishing to conduct an event on Town property for the purpose of raising funds will need special permission from the Parks and Recreation Department.

III. The Town reserves the right to require police/security for functions as deemed appropriate. Renter/User is responsible for arranging and funding police/security.

IV. A deposit fee, of \$200 for Dellwood Center and \$100 for HACC, may be required prior to the rental of the facility. Any deposit fee charged will be returned, in full, to the renter/user unless: (a) HPRD determines the facility has been damaged, or (b) that special services (cleaning, equipment maintenance, paint, etc.) is required as a result of the activity, or (c) the event is cancelled by the patrons with less than seven (7) working days (M- F, excluding holidays) notice to HPRD, or (d) staff time (other than normal general cleaning) is necessary to return facility to the same condition as found (i.e. Tables and chairs must be put up, trash not in the outside bin, etc.), (e) the user/renter was in the facility before or after the designated departure time stated on the contract, or (f) alcohol is consumed onsite or smoking occurs in the facility.

*NOTE: At least seven (7) working days notice of cancellation required for refund. Less than that will be subject to an administrative charge of 10% of the total of the rental and deposit if applicable. All refund requests must come in writing to the Administrative Office of the Town of Huntersville Parks and Recreation Department. Your request can also be emailed to the Department at parks@huntersville.org No requests may be taken off-site at programs or other facilities.

V. All user/renter groups must complete a Facility Usage/Rental Application that may be obtained from the HPRD during regular business hours. The application and ALL appropriate fees are due at least 2 weeks prior to the event. If you have rented a Bounce House that company must provide a Certificate of Insurance with the Town of Huntersville listed as the Certificate Holder at least seven days before the event.

VI. Facility is rented/available for usage AS IS. Each renter/user group is responsible for any and all arrangements, activity supervision, well-being and orderly conduct of all persons involved with event, set-ups, equipment, etc. relating to the event, program or activity

VII. The following regulations apply to groups renting/utilizing this facility

1. Abide by all Town of Huntersville, Mecklenburg County and specific Center regulations that may be posted at a particular center.
2. Parking in designated areas ONLY.
3. No tampering with plants/shrubs.
4. No dumping/littering.

5. A) No equipment, furnishings or materials other than those customarily in use in/on the rented facility will be provided by the Parks and Recreation Department. Prior approval by HPRD must be given for use of the Center/Department materials.

B) User/Renter must obtain approval from the HPRD to utilize any materials not already present in/on the facility but intended to be brought in for the group's usage. All such materials not belonging to the Department should be removed immediately after usage.

6. User/Renter is responsible for:

- visiting the facility prior to reservation or use to determine suitability for purpose intended by renter/user
- reserving required time to adequately set up for and clean up after the event when stating total time of reservation
- leaving facility in same condition as it was found (litter-free, clean, equipment put up, etc)
- ensuring all participants abide by rules, policies, and ordinances established for the facility,
- including rules set forth for specific facilities or outlined within the usage agreement contract if applicable

7. No decorations, posters and/or signs shall be affixed to walls or ceilings without written approval from HPRD. No permanent changes are allowed to the facility. No bolts, screws, or nails shall be placed on the walls, floors, or any fixture indoors or out. No banners, tents or concession operations will be allowed without prior written approval from HPRD. Take down decorations and tape.

8. No alcoholic beverages of any kind on any Town property.

9. Smoking is prohibited in ANY TOWN facility.

10. Abiding by and limiting admittance/participation according to room capacity established by the Fire Marshall.

11. Following any additional rules and regulations that may be enforced for use of this facility.

VIII. User/Renter will indemnify and hold the Town of Huntersville and the County of Mecklenburg free and harmless from any and all liability on account of injury to any person or persons or damage to any property or properties growing out of or directly or indirectly resulting from any activity sponsored or conducted by the user/renter.

IX. It shall be the responsibility of the Parks and Recreation Director, to give any special interpretation or to make any decision concerning the use of the facilities not covered specifically in this policy or when there is a question concerning the use of the facilities. The Town reserves the right to refuse any request for use of any facility based on the concern for health, safety and welfare of the user, invited guests or the general public, as well as the protection from damages and security of the building, field or facility.

PERSON MAKING RESERVATION IS RESPONSIBLE FOR SEEING THAT ALL PARKS AND RECREATION RULES AND REGULATIONS ARE ADHERED TO. IF DEVIATION FROM THE POLICIES CAUSES DAMAGE TO BUILDING/FIELD/PARK AREA, THE SPONSORING PERSON/GROUP SHALL BE HELD LIABLE.

I understand that in signing below OR on the attached contract, I certify that I am the authorized and responsible representative of the group associated with this rental/use. I also certify by my signature that I have received and read the Town of Huntersville Rental and Usage Policies and that I will comply with the regulations, policies and fees established for use of this facility.

I understand that this reservation is not confirmed until payment is received and unless a contract is returned to me signed by a representative of HPRD and the Department has received payment.

SIGNED:

Organization Representative _____ Date: _____

HPRD Rep. _____ Date: _____

In the event of a problem when you show up, please call 704.622.9035.



**Town Of Huntersville
Parks & Recreation
105 Gilead Road, Third Floor
Huntersville NC 28078**

Facility Usage Application

Reservations Must Be Made A Minimum Of Seven (7) Days in Advance

Today's Date: _____
 Contact Person: _____
 Organization Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail Address: _____ Telephone _____
 Park/Gym/Facility Requested: _____
 Field: _____ Shelter: _____ Courts: _____ Meeting Room: _____
 Sport/Activity Scheduled: _____ Expected # in Group _____

Reservation #: _____

Reservation taken by: _____
Reservation approved: _____
Amount paid: _____
Deposit paid: _____
Date: _____
Method: _____

****Starting Time & Ending Time (include set-up & clean-up time) ****

Days of Week	Date(s)	Starting Time**	Ending Time**
Monday(s)			
Tuesday(s)			
Wednesday(s)			
Thursday(s)			
Friday(s)			
Saturday(s)			
Sunday(s)			

Regulations

- Renter must have vendor provide Certificate of Insurance if using a Bounce House at your event.
- Person in charge shall be responsible for conduct of group and any damages to property
- Area is to be cleaned after use and trash be placed in appropriate receptacles, deposits will not be refunded if space is not left as clean or cleaner than it was found
- **NO ALCOHOLIC BEVERAGES** or glass containers on Town facilities. **NO SMOKING** on any Town property.
- In case of inclement weather, Huntersville Parks & Recreation will reschedule the event for another time (based on availability) or refund. Reschedules must be made within three (3) months of the original reservation date.
- Cancellations must be made at least 7 days prior to event. **(Please refer to our Facility Rental Refund Policy on the back of this application).** **
- Rentals that require a key check-out can be assessed a \$25 fee for not returning key & deposit **NOT** refunded.

I have read the Facility Rental & Usage Policies completely and understand fully the regulations of this Application.	
_____	_____
Signature of Authorized Representative of Organization	Date

Please return form & payment to: **Huntersville Parks & Recreation
PO Box 2879
Huntersville, NC 28070-2879**

**Phone: 704-766-2220
Fax: 704-992-5528
Weather Hotline: 704-766-2250**

FACILITY RENTAL REFUND POLICY

*NOTE: At least seven (7) working days notice of cancellation required for refund. Less than that will be subject to an administrative charge of 10% of the total of the rental and deposit if applicable.

All refund requests must come in writing to the Administrative Office of the Town of Huntersville Parks and Recreation Department. Your request can also be emailed to the Department at parks@huntersville.org No requests may be taken off-site at programs or other facilities.

Cancellations due to inclement weather will be assessed on an individual basis.

A deposit fee, depending on the event size and type, may be required prior to the rental of Huntersville Arts & Cultural Center or Dellwood Center.

Any deposit fee charged will be returned, in full, to the renter/user UNLESS: (a) HPRD determines the facility has been damaged, or (b) that special services (cleaning, equipment maintenance, paint, etc.) are required as a result of the activity, or (c) the event is cancelled by the patron with less than seven (7) working days (M- F, excluding holidays) notice to HPRD, or (d) staff time (other than normal general cleaning) is necessary to return facility to the same condition as found (i.e. tables and chairs must be put up, trash should be bagged and placed in the outside bin, etc.), or (e) the user/renter was in the facility before or after the designated time stated on the contract.