

Park Facility Mail-In Reservation Form

Reservations are granted on a first come first serve basis. Complete the form and mail along with a check payable to the Town of Carrboro. Receipts confirming reservations will be mailed to the address provided.

Facilities Available for Rent	Fees *
Town Commons	
(Use with lights requires 2 weeks' notice)	0-4 hours/ free - if meets criteria 0-4 hours/ \$125 - if does not meet criteria * <i>see criteria below</i> up to 4 hours/ \$175.00 over 4 hours
	Additional Fees: \$25 to sell goods/services upon approval by department; \$25 site license fee to cover contractors who receive a fee for goods/services that do not have a Town of Carrboro privilege license.
Anderson Park	
Pavilion – 50-60 people	\$35.00 up to 4 hours/ \$45.00 over 4 hours
Ball Field #1 <i>Adult and Youth</i> Ball Field #2 <i>Adult and Youth</i> Ball Field #3 <i>Adult/Youth, no mound</i> Ball Field #4 <i>Youth Only</i> (Use with lights requires 2 weeks' notice)	Use without Lights: \$10/30 minutes Use with Lights: \$20/30 minutes (2 hour minimum for field rental required. Does not apply to lights)
Open Field	\$20.00 per hour
Wilson Park	
Pavilion- 50-60 people	\$35.00 up to 4 hours/ \$45.00 over 4 hours
Ball Field <i>Youth Only</i> (Use with lights requires 2 weeks' notice)	Use without Lights: \$10/30 minutes Use with Lights: \$20/30 minutes (2 hour minimum for field rental required. Does not apply to lights)
Smith Athletic Park	
Soccer field- Soccer use only <i>Field availability restricted during some months. Call for availability.</i>	Use without Lights: \$10/30 minutes Use with Lights: \$20/30 minutes

Criteria for Use of the Town Commons for 0-4 hours FREE

Free –if Town staff does not work during the event, no public access to Town Hall bathrooms is provided, no money is exchanged during the event, no electricity is used, the event is open to the public or reservations limited to no more than once per month by any one group, subject to insurance guideline.

Reservations that require insurance:

Some reservations may require insurance. These include: events with major physical activity and moderate/severe exposure to participants; events with expected attendance of over 500; events where large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property, and/or events where food will be served and/or sold to the general public. If your reservation requires insurance, you will need to provide a current certificate of insurance showing proof of one million dollars of commercial general liability coverage. The certificate should name the Town of Carrboro as an additional insured. A copy of the Certificate of Insurance needs to be given to the Department three weeks prior to your reservation. If you have questions, contact the Recreation Department at 918-7364.

Please read the General Park Guidelines that apply to reserving facilities.

The specific guidelines below only highlight some information and are not meant to limit other rules and regulations covered in the Town Property Ordinance.

1. Reservation agreement must be signed by person 18 years of age or older. Activities primarily for persons under 18 years of age, renter is responsible for providing one adult chaperone for each 10 youth in attendance.
2. All appropriate fees must be paid to reserve park facilities where applicable. At Wilson Park, the shelter and volleyball court are included in one rental.
3. The individual signing the form shall be held liable for any and all damages.
4. NO ADMISSION may be charged for entrance or MONEY EXCHANGED in Town-owned or controlled areas and facilities. Commercial activity is strictly prohibited. Use of areas for any purpose other than the intended use (picnic shelter for picnicking) is prohibited unless prior approval from the Recreation and Parks Director.
5. All trash, paper, etc., are to be moved from the premises or placed in proper available containers. No weekend maintenance is provided. Renters accept site as is.
6. Cars and all vehicles must be parked in paved marked areas only. Use of vehicles in restricted areas remains the liability of the user and vehicle operator.
7. A \$300 deposit fee is required at Wilson Park when a key is needed for additional access to the shelter for catering needs.
8. Liability for use of gas grills; pig cookers, deep fryers, and similar instruments of cooking remain with the renter. Check your liability insurance for the specific coverage questions. All instruments used for cooking must be used outside of covered areas. No generator powered cooking devices are allowed. Use of town grills or any other cooking devices brought in by renter must be supervised by an adult AT ALL TIMES.
9. No electricity or water beyond drinking fountains is available or use permitted. No generators are allowed. This rule is for liability concerns and cannot be waived.
10. Loud noise is prohibited and punishable by a misdemeanor charge. Please consider the enjoyment of the other park users and neighborhoods adjoining the facility.
11. Renters must review the Town Property Ordinance and insure compliance by all attendees.
12. The consumption of any and all alcoholic beverages is prohibited. For assistance, call 911 and ask that a police officer come to resolve any conflict, if needed.
13. No bonfires or fires of any sort can be allowed on the park grounds, except in grills for cooking purposes.

14. The department may cancel a reservation in the case of a natural disaster or severe weather conditions. In the event of a cancellation, the refund policy is followed. **KEEP THIS INFORMATION FOR YOUR RECORDS**

15. **MEDICAL CARE:** By signing below, the Event Sponsor acknowledges that he/she is responsible for contacting any licensed physician, hospital, medical clinic or emergency medical service organization (collectively, "medical service providers"), on behalf of any participant in activities sponsored by the Event Sponsor. The Event Sponsor is also responsible for knowing in advance of an activity whether any of its activity participants have special medical conditions, such as, but not limited to, diabetes and allergies. The Event Sponsor shall, to the extent practicable, advise the Carrboro Recreation and Parks Department in advance of the activity if any participant requires special medical accommodations. Without waiving the foregoing, the Event Sponsor hereby authorizes the Town of Carrboro, its employees, volunteers, officers or agents (collectively, the "Town") to obtain medical care from any medical service provider, as deemed necessary by the Town, on behalf of any individual participating in an activity sponsored by the Event Sponsor on Town property.

16. **Waiver of Liability:** In consideration for being permitted to use a Town of Carrboro facility, the Event Sponsor agrees to the following:

A. The Event Sponsor, its representatives, successors and assigns (collectively, the "Event Sponsor"), hereby releases, the Town of Carrboro, its employees, volunteers, officers or agents (collectively, the "Town"), from liability for, and agrees not to sue the Town for any loss, damage, or claim on account of injury to the person or property of any participant or the Event Sponsor in any activity held on Town property, whether caused by any negligent act or omission by the Town or otherwise;

B. The Event Sponsor hereby assumes full responsibility for and risk of bodily injury, death, or property damage while using Town facilities, whether caused by an negligent act or omission of the Town or otherwise.

C. The Event Sponsor expressly agrees that the foregoing waiver and release is intended to be as broad and inclusive as possible under North Carolina law.

D. The Event Sponsor acknowledges and is aware of the legal consequences of this agreement, including that it prevents the Event Sponsor from suing the Town if the Event Sponsor or any person is injured or damaged for any reason while using rented Town facilities. By signing this agreement, the Event Sponsor **DOES NOT** waive or release any potential claims for intentional acts or gross negligence.

Town of Carrboro Recreation and Parks
Park Facilities/Field Reservation Form

*Complete and return to Carrboro Recreation & Parks Department
100 N. Greensboro St. Carrboro, NC 27510*

Name of Representative _____

Name of Organization (if applicable) _____

Have you made a reservation or registered with us before either as an individual or as a representative of an organization? (Circle one) Yes No

Street Address _____

City, County, State, ZIP _____

Daytime Phone Number (____) _____ Evening Phone Number (____) _____

Mobile Number (____) _____

Date/Time: Enter park, facility (shelter, ball field), and block of time needed.

1st Choice:

Park _____ Facility _____ Date _____ Time: From ____ am/pm To ____ am/pm

2nd Choice:

Park _____ Facility _____ Date _____ Time: From ____ am/pm To ____ am/pm

3rd Choice:

Park _____ Facility _____ Date _____ Time: From ____ am/pm To ____ am/pm

If neither time is available a new form must be completed and signed

Name of Event _____

Brief Description of Event:

Will you be selling merchandise (Town Commons only, circle one) Yes No If yes, what is the merchandise to be sold?

Expected cash on hand during the event _____

Expected number of attendees _____

Special Preparation (fees apply) _____

Insurance Required? Yes__ No__ (Insurance certificate required 3 weeks prior to event)

I have read, understand, and accept the policies listed under GENERAL PARK GUIDELINES. I certify that I have been authorized to act for and to execute this agreement on behalf of the event sponsor. The event sponsor read the guidelines and agrees to abide by all the Town of Carrboro guidelines and policies. The event sponsor agrees to defend the Town of Carrboro, indemnify it, and hold it harmless from any and all claims associated with the event sponsor's use of Town property.

Signature of Responsible Party _____ Date _____

For Office Use Only Date Entered _____ Payment Amount _____

Time Entered _____ Check # _____

Contract # _____ Staff Signature _____