



# PARK/SHELTER RESERVATION REQUEST

241 Sunset Ave. Asheboro, NC 27203  
Phone: (336) 626-1240 Fax: (336) 626-1295

NAME: \_\_\_\_\_  
 COMPANY/GROUP: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_  
 DAY PHONE: \_\_\_\_\_ NIGHT PHONE: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

### PLEASE CHECK THE SHELTER YOU WISH TO RESERVE:

- EAST SIDE PARK     KIWANIS PARK     MEMORIAL LOWER (near swimming pool)  
 FRAZIER PARK     LAKE LUCAS (Park closes @ sunset)     MEMORIAL UPPER (near playground)  
 NORTH ASHEBORO PARK

DATE OF EVENT: \_\_\_\_\_ EXPECTED ATTENDANCE: \_\_\_\_\_

\_\_\_\_\_ 1/2 DAY    10:00am - 3:00pm

\_\_\_\_\_ 1/2 DAY    3:30pm - Dark

\_\_\_\_\_ FULL DAY    10:00am - Dark

(Note: A fee will be charged for individuals, companies or groups for use of the Shelter Facilities. Fee must be paid at time of reservation to secure dates. A 48 hour cancellation notice is required for a refund.)

**DESCRIBE YOUR EVENT:** (Example: Birthday Party, Family Reunion, etc...)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are additional trash cans needed?     YES     NO    If yes, How many \_\_\_\_\_  
 Will you be using a tent larger than 20' x 20'?     YES     NO    If yes, please see rule #10 on page 2.

### SHELTER FEES:

**City Residents (with Rec Card):** 1/2 Day ~ \$10 / Full Day ~ \$20 {Memorial Upper Only: 1/2 Day ~ \$18 / Full Day ~ \$35}  
**Non-Residents:** 1/2 Day ~ \$20 / Full Day ~ \$40 {Memorial Upper Only: 1/2 Day ~ \$35 / Full Day ~ \$70}

*Please note additional fees may apply for SPECIAL EVENTS*

**I/WE UNDERSTAND THAT THE USER FEE MUST BE PAID IN FULL BEFORE THE REQUESTED DATE CAN BE RESERVED.**

I/We agree to be fully responsible for the facilities per conditions as outlined on the back of this reservation request. I/We understand that this request should be returned to the Asheboro Cultural & Recreation Services Department prior to the desired event date. I also understand this request is subject to the approval of the Cultural & Recreation Services Department.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(For Department Use Only)

\_\_\_ City Resident    \_\_\_ Non-Resident    Amount Paid: \$ \_\_\_\_\_     Cash    # \_\_\_\_\_     Check     Credit

Approved by: \_\_\_\_\_ Entered in Calendar: \_\_\_\_\_

Event Cancelled: \_\_\_\_\_ Eligible for Refund: \_\_\_\_\_ Date Refund Request: \_\_\_\_\_

## LEASING AND RENTING

The Asheboro Cultural & Recreation Services Department sanctions the use of Park Facilities in the City of Asheboro, provided the use does not interfere with regular Cultural & Recreation Department Functions and Operations. Cultural & Recreation Facilities may be reserved to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Asheboro.

## APPLICATION

Application to use any Area or Facility shall be made on a prescribed form obtainable from the Asheboro Cultural & Recreation Services Department, located at 241 Sunset Ave. All applications are subject to approval by the Cultural & Recreation Services Department.

## GENERAL CONDITIONS

1. Park facilities are never closed to the general public. Reservations are for shelter areas **only**.
- 1a. Use of the Park for a Special Event and/or use of other areas of the Park must be approved by the Recreation Services Superintendent.
2. Park facilities are not provided for commercial or profit making activities. Proprietary or commercial groups and individuals shall not be permitted to use park facilities for financial gain or profit.
3. Failure to adhere to the guidelines in this article shall subject an applicant to automatic forfeiture of any rental/ deposit fees and the event shall be subject to immediate termination.
4. Alcoholic beverages are prohibited at all parks & recreation facilities.
5. Applicant is totally liable for injury to person or persons or for damage to property in connection with the use of this facility.
6. Applicant must agree to forever hold harmless and to fully indemnify their official and individual capacities, from any and all judgments, liens, claims, assessments, demands, attorney fees, actions, and causes of action of any sort arising out of any damage or injury sustained by any person or entity by reason of any negligent or willful act or omission of the Applicant or its officers, employees, agents or contractors in connection with the Applicants use of the City of Asheboro Cultural & Recreation Facilities.
7. Applicant shall observe the posted curfew.
8. The restrooms at Eastside and Kiwanis Parks require a key deposit of \$20.00 for the restroom facilities. **The key must be returned to Asheboro Cultural & Recreation Services within 7 business days following the event or the key deposit shall be forfeited.**
9. Applicant is responsible for securing electricity, lights, port-a-jons, tents, etc... along with anything related to set up of event from the appropriate source at applicant's expense. Asheboro Cultural & Recreation Services reserves the right to designate where these items will be placed.
10. Anyone using a tent (700 sq ft. or larger) is responsible for obtaining the appropriate inspections from the building inspector, fire marshall and any necessary zoning permits prior to event.
11. Items may not be sold to the general public without written permission from the Recreation Services Superintendent. Please see #2.
12. Shelters may be rented for half days (10am - 3pm or 3:30pm - dark) or for full days.
13. All fees must be paid before a facility can be reserved.
14. Failure to cancel reservation at least 48 hours in advance will result in loss of rental fee. (Shelter can be rescheduled in the event of inclement weather).
15. No single individual, group or organization may reserve park facilities in a way that will monopolize the use of the park facility to the general public or other groups or organizations.
16. Holding a special event in a City Park without authorization shall subject the event to immediate termination and other enforcement actions as deemed appropriate by the Recreation Services Superintendent.
17. A rental fee will be charged to all individuals, agencies, institutions and organizations for the use of Park Shelters. The rental fee for City residents with Rec Card shall be \$10 for 1/2 day and \$20 for all day except for Memorial Upper which shall be \$18 for 1/2 day and \$35 for all day. The rental fee for non-residents shall be \$20 for 1/2 day and \$40 for all day except for Memorial Upper which shall be \$35 for 1/2 day and \$70 for all day. Additional fees for Special Events may apply.