

Shelter Reservation Request

Phone: 704-455-PARK (7275) Fax: 704-455-1416

Name: _____
 Company/Group: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Day Phone: _____ Night Phone: _____
 Email: _____

<input type="radio"/> Pharr Mill Shelter (No shelter lights)	<input type="radio"/> Harrisburg Park Shelter	<input type="radio"/> Harris Depot Shelter
<input type="radio"/> Stallings Park Shelter		

DATE OF EVENT: _____ **EXPECTED ATTENDANCE:** _____

- 1/2 Day (8:00am-1:30pm*)
- 1/2 Day (2:30pm-8:00pm*)
- Full Day (8:00am-8:00pm*)

**Winter Season Hours: Nov-Feb: 9am-5pm*

Note: A fee is charged for the use of the Shelter facilities. Fee must be paid at time of reservation to secure dates. In the event of cancellation, a 48 hour (2 day) notice is required for a full refund. (Please see additional rules).

TOTAL AMOUNT DUE: _____

Describe Your Event: (example: Birthday Party, Family Reunion, etc...)

The Shelters at Harrisburg & Stallings Park offer the following amenities: 12 picnic tables; seating capacity of 72; restrooms within walking distance; electricity; lighting at night; 2 grills on site. **The Shelter at Harris Depot offers the following amenities:** 6 picnic tables; seating capacity of 48; restrooms within walking distance; electricity; lighting at night; 1 grill on site. **The Shelter at Pharr Mill offers the following amenities:** 6 picnic tables; seating capacity of 48; restrooms within walking distance; electricity; 2 grills on site.

SHELTER FEES: RESIDENT & NON-PROFIT	HOURLY \$20 / 1/2 DAY \$80 / FULL DAY \$120
NON-RESIDENT & FOR-PROFIT	HOURLY \$30 / 1/2 DAY \$120 / FULL DAY \$180

I/We understand that the user fees must be paid in full & returned with completed application before the requested date can be reserved. **A \$10 administrative fee will be applied to all refunds.**

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to the best of my knowledge, that I have read and understand the rules and regulations governing the use of the facilities (located on the back of this form); and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the Town of Harrisburg from and against any and all loss, cost, damages, expense and liability caused by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, it's agents or invitees.

SIGNATURE: _____ **DATE:** _____

(Department Use)

____ City Resident ____ Non-Resident Amt Paid \$ _____ Cash Check _____ Credit

Approved by: _____ Entered in Calendar: _____



LEASING AND RENTING

The Harrisburg Parks & Recreation Department sanctions the use of park facilities in the Town of Harrisburg, provided the use does not interfere with regular parks & recreation department functions and operations. Parks & 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 Harrisburg. All applications are subject to approval by the Parks & Recreation Department.

GENERAL RULES & REGULATIONS

1. Park facilities are never closed to the general public. Reservations are for **shelter use only**.
2. **Use of the Park for a Special Event and/or use of other areas of the Park must be approved and a Special Event application must be submitted with the appropriate fees.**
3. Shelters may be reserved from sunrise to sunset daily.
4. **Parking:** Vehicles must park in designated areas only. Vehicles parked illegally will be towed at owner's expense. During hours of operation, Parking at the Library is for use by Library patrons only. Park speed limit is 13 mph.
5. Bicycles, skateboards and roller skates are permitted in the park if their use is in a safe manner. These items are not permitted on Tennis courts, Park apparatus, Fields or under shelters.
6. **Conduct:** All guests must obey Police, Parks & Recreation Staff and others designated by the Town to enforce rules while on Park property. Disorderly conduct will result in immediate expulsion from the Park. Disorderly conduct includes, but is not limited to: Rude behavior, profanity, fighting, threatening behavior, public nudity, spitting, loud music or other noise. Littering of any kind is prohibited.
7. **Preservation:** Fires are permitted in designated areas only (Grills). It is illegal to: Mark, deface, disfigure, tamper with or displace any structures, equipment or facilities in the park; to dig, cut, damage, injure, mutilate or remove natural materials in the Park; to throw, discharge or place any substance in Park waters (*stream, tributary, storm sewer or drain*) that could result in pollution.
8. **Dogs:** Dogs are permitted in the Park, provided they are restrained by a leash not more than 6 feet. Dogs are NOT allowed on the playing fields (*Soccer, football, sand volleyball*) or Tennis courts. Dog owners are responsible for cleaning up after their dogs. Pet waste disposal bags are available in the parks. No other pets or animals are allowed in the park, unless they are part of a Harrisburg Parks & Recreation sponsored program or event.
9. **Prohibited Items & Activities:** Smoking and tobacco products, Alcoholic beverages or any narcotic drugs, hallucinogens or other controlled substances; Also, Weapons of any kind, including: Rifle, shotgun, BB gun, slingshot, bow and arrow, any weapons propelled by gunpowder, spring, air or explosive or Fireworks or explosives except by permit; Also, Hunting, trapping, killing, capturing, harming or willfully frightening wildlife in the park. Motorized vehicles other than those licensed by the NCDMV, including but not limited to: ATV's, motorbikes and go-carts. Aviation. Overnight camping, golfing or related activities; unauthorized construction. Attaching anything to structures, trees or other property in the Park.
10. **Cleaning/Damages:** The contact person and his/her organization are responsible for returning the shelter to the condition in which it was obtained. Items may be temporarily attached by thumb tack or tape and must be removed before leaving the area. Failure to leave areas in satisfactory condition may lead to forfeiture of your rights to future use. A deposit may be charged at the discretion of the Parks & Recreation Department.
11. Shelter 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.
12. 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.
13. Applicant shall observe the posted hours of operation.
14. Failure to cancel reservation within 48 hours (2 days) in advance will result in loss of rental fee. (*Shelter can be rescheduled in the event of inclement weather. If the shelter cannot be rescheduled, a refund can be made on a case by case basis.*).
15. 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 Parks & Recreation Director.
16. **For-Profit Groups:** For-Profit groups/individuals reserving the shelter or the fields for-profit reasons shall be required to provide background checks for the instructors of the for-profit program. If a background check cannot be provided, the Town of Harrisburg will run a background check for \$25 per person. In addition, For-Profit groups utilizing the shelter or fields for-profit reasons should provide a Certificate of Liability Insurance with the Town of Harrisburg listed as Additionally Insured.
17. The Parks & Recreation Department reserves the right to cancel any event at any time.