COLUMBUS COUNTY PARKS & RECREATION FACILITY RENTAL FORM

Welcome to the Parks and Recreation Department. It is our hope to make your requested use of the parks and facilities an easy and enjoyable one. Outlined below are the most frequent requested items and how to go about accomplishing these tasks in order to meet your needs.

1. **Letter of Intent:**

You should first provide a letter of Facility Intent to include:

1. The Person or name of the organization;
2. A complete list of all activities to be done during the requested date;
3. Date of use;
4. Which facilitate will be used;
5. What purpose this use is for;
6. And any frequency of use beyond the above date.

The letter should be sent to the Recreation Director, Columbus County Parks and Recreation Department, 606 N. Thompson Street, Whiteville, NC 28472. If there are questions regarding this agreement, please call 910-640-6624 - NO PHONE RESERVATIONS ACCEPTED.

2. **Fees:**

There may be costs associated with your request, including but not limited to: Facility fees, Personnel Fees and/or permit fees.

**Facility Use:** For non-profit groups 501 (c) 3: if the event is of a fund raising nature, the facility fee will be predetermined prior to the event by the Parks and Recreation Director.

**Personnel:** The County will determine when county personnel are needed on site during your event, in accordance with any request.

**On Site Operation / Maintenance Personnel:**
Price to be determined by Recreation Director under the advisement of County Administration, if needed.

**Police Control:** Cost to be determined by the present rate per hour at time facility is booked.

**Permits:** Should special permits be required, the cost will be the responsibility of the Applicant for Use.
3. **Facility Request Form**

Indicates the basic pertinent information such as Insurance liability coverage needed to protect your commercial or promotional group and the County of Columbus in case of bodily injury. Insurance is required for commercial and promotional activities and for charitable activities that are not sponsored by the Parks and Recreation Department that are open to the public.

4. **Special Request:**

Some request may require interdepartmental coordination with other Columbus County Departments. Other requests may require County Administration and/or Board of Commissioners approval depending on the circumstances of the request.

Date

Signature ___________________________ Title ___________________________
INDEMINITY AGREEMENT

In consideration of the grant by the County of Columbus of permission for the use of said Facility at special times and under special circumstances by persons sponsored by the Undersigned, the undersigned hereby agrees: (1) to take all measures necessary to promote the safety of such persons in their use of the facility; (2) to hold harmless the County, its divisions and departments, and its officers, agents, employees, servants, and helpers, paid and volunteer, and any agents or assigns, from and to indemnify them for all damages, losses, and Expenses, including, but not limited to, attorney fees and investigation costs, sustained by the Renter or any of them to include any agents or assigns on account of any claim for loss, damage, or injury growing out of such use of said facility by any such person; (3) to provide the County with its Insurer's certificate that a policy of Comprehensive General Liability Insurance providing Coverage with respect to the foregoing hold harmless and indemnification undertaking is And will continue to be in effect during the period of such permitted use with a designated amount of coverage to be determined to include bodily injury and property damage; (4) to promptly notify, within a reasonable time the director of the County Parks and Recreation Department and the insurer issuing the Comprehensive General Liability Insurance Policy referred to above of any occurrence that might give rise to a claim for damages Growing out of the use of said facility by any such person.

EQUAL OPPORTUNITY

The County of Columbus provides equal opportunity to all citizens to compete and participate in each area of leisure programs regardless of race, color, religion, sex, national origin, sexual orientation, or handicap. If anyone believes he or she has been subjected to discrimination on the basis of the above mentioned, he or she may file a complaint alleging discrimination with either the Columbus County Parks and Recreation Department or the Office of Equal Opportunity, U. S. Department of the Interior, Washington, D.C.

___________________________
Date

_____________________________   __________________________
Signature       Title
RULES & REGULATIONS GOVERNING RENTAL USE OF
PARKS AND RECREATION FACILITIES

1. STAFF

If a rental requires the use of a building during non-operating hours, a supervision fee may be required. When athletic fields are being used, maintenance and supervisory services of Recreation personnel shall be required and paid at a rate of time and a half per hour. Rental on facilities will be set at a determined rate established by the County Parks and Recreation Department. Payment of rentals shall be made by check payable of the Columbus County Parks and Recreation Department.

2. SECURITY / DAMAGE DEPOSIT

Named Renters on said agreement will pay for any property damage resulting from their use of the facility. This liability is to be assumed by the requestor of the agreement.

3. CANCELLATION

Rentals canceled by the Department are 100% refundable. Rentals canceled at least Seventy Two (72) hours prior to the event are 50% refundable. After that time passes no refund will be given.

4. LEGAL COMPLIANCE

a. Groups using the facility will be responsible for orderly behavior and must conform to all state and federal laws; county and/or city ordinances; department policies; and individual facility rules and regulations.
b. No alcoholic beverages, drugs, or weapons, drug paraphernalia of any kind are permitted.
c. Depending on the activity, as determined by Columbus County Parks & Recreation Department, police security may be required before a rental agreement is issued.

5. CONCESSIONS

Concession rights may be granted to outside groups using the facilities subject to the Department receiving 15% of the gross receipts; or, concessions may be granted to designated groups who would receive full profits. All concession agreements will be negotiated within the Recreation Department and the Site Manager prior to Renter’s use of any facilities.

6. CLEANING / HOUSEKEEPING

a. Named Renters on said agreement using the facility must leave it clean and in the order in which it was found.
b. No decorations shall be attached to the walls, ceiling, or floors without the permission of the facility supervisor and/or Columbus County Parks & Recreation Department. Decorations must be completely removed immediately following use.
c. Extra clean up work required of the site staff will result in an additional cleaning fee.

7. **SUPERVISION**

A parent or guardian must sign the application of any minor or youth group requesting the use of a facility and must provide adequate, adult supervision for such events as defined by the Parks and Recreation Department.

8. **EQUIPMENT**

Rental fee includes but not limited to: utilities; normal maintenance; use of facility equipment such as tables and chairs; provided this equipment is not already scheduled for department activities. Additional construction and removal of extra equipment is the responsibility of the group renting the facility.

________________________________________________________________________

Date

________________________________________________________________________

Signature .............................................................. Title
COLUMBUS CO. PARKS & RECREATION FACILITIES CHARGES & FEES

I. Community Center: (Riegelwood and Old Dock Community Centers)
   a. Fee determined by Director with minimum of One Hundred and 00/100 Dollars ($100.00) per day for Riegelwood Community Center and Seventy-Five and 00/100 Dollars ($75.00) per day for Old Dock Community Center*
   b. Damages incurred while renting said facility will be the responsibility of the lessee and/or named Renter.
   c. $25.00 fee for lost keys
   d. Columbus County Recreation Director will determine any additional deposit requirements.

*Rate subject to change with inflation costs

II. Athletic Fields (Invitational Tournament & League Play*)

   Riegelwood and Old Dock Community Parks
   Day ...............................................................$150.00
   Day w/lights .......................................................$200.00

   • When athletic fields are being used, maintenance and supervisory services of Recreation personnel shall be required and paid at a rate of time and half per hour.
   • If multiple fields are used the same fee applies for all fields
   • Fees are for teams or individuals who wish to have a tournament and invite teams to play but shall be paid by named Renter on said agreement.
   • Dixie sponsored programs will be exempt from fee charges

III. Picnic Shelter
   a. No fee
   b. Clean up of facility after use will be responsibility of user.

IV. Concession Stand:
   Columbus County Parks and Recreation Department reserves the right to operate concession areas during all events.

   If group elects to operate concession stand, group shall pay 15%, or amount pre-determined by Columbus County Parks and Recreation Director, of gross receipts to Columbus County Parks and Recreation Department. This rate shall be determined prior to use.

V. This fee schedule may be revisited upon signing of Cooperative Lease Agreement for facilities within the County maintained by the Columbus County Parks and Recreation Department.
DEFINITION OF LESSEE GROUPS

**POLITICAL/COMMERCIAL:** Individual/non-affiliated group where admission fee, advance ticket sales or commercial products is sold.

**AFFILIATED:** Government Agency/Community Benefit group/Civic group as approved by the Parks and Recreation Director and/or County Manager where admission fee, advance ticket sales or commercial product is sold.

**CLOSED:** Individual/Club/Group and guest where no admission fee, advanced ticket sales, no donation or commercial products are sold.

**NON-PROFIT:** Group/Club/Individual that qualify for recognition of exemption under Section 501 © (3) of the Internal Revenue Code.

**NON RESIDENT INDIVIDUAL/GROUP** (Not including government Agencies): Individual citizens/Civic/Fraternal/Church/Private Organization/Business Industry whose home or primary address is outside of the Columbus County Line.

**FACILITY USE -** Non-Profit Groups/club/Individual, 501 © (3): If the event is of a fund raising nature, the facility fee is 10% of gross receipts OR a predetermined amount negotiated prior to the event at the discretion of the Columbus County Parks and Recreation Director. If the event is of a Program / Educational! Non-Fund Raising nature only, the facility fee may be waived. This fee is to be determined prior to use by the named Renter.
COUNTY OF COLUMBUS
PERMIT FOR USE OF PARK PROPERTY FOR ASSEMBLAGE OF 100 OR MORE PATRONS
(NON-ATHLETIC USE)

Any individual, organization, corporation, association, society, fraternity, club, order or group of whatever kind desiring the use of the public parks owned or controlled by the County as the location of a rally, demonstration march, public speech, public meeting or other similar activity shall make written request therefore not less than seventy-two (72) hours prior to the date of the intended use. This section shall apply only to assemblages where the expected attendance will be reasonable expected to be used for more than one hundred (100) people. No such assemblage may be held except during daylight hours unless prior approval by the Department Head.

The ordinances require the following information:
1. Name of organization or group sponsoring _______________________________________
2. Name and location of County Park _____________________________________________
3. Date and hours for permit __________________________ to __________________________
4. Expiration date of permit _____________________________________________________
5. Name of persons applying for permit ___________________________________________
6. Are persons below the age of 18 expected to participate?
   Yes  No  ______ Number _____ 
7. Person in charge of activity who will accompany it and carry permit at all times
8. Purpose of use of Park _________________________________________________________
9. Has permission been granted by a representative from the Parks and Recreation Department who granted permission ___________________________
10. Name of authorized representative from Parks & Recreation Department who granted permission ___________________________

Permission is hereby granted to the above named individual or organization to proceed with the activity as described in this application that will assemble 100 or more patrons in a park.

Signed: ____________________________________ Signed: _____________________________
Parks & Recreation Representative Police or Sheriffs Department
Date:__________________________    Date:____________________
Time:__________________________     Time:____________________

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SUMMARY OF YOUR RESPONSIBILITIES

A. A letter of intent explaining the nature of the event.
B. Payment for site and all applicable personnel, permits and necessary fee(s)
C. Rental of portable toilets for the event if necessary. Location and number determined by Columbus County Recreation Representative before their delivery.
D. Trash pick-up around specific grounds. Columbus County Parks and Recreation will determine the number of trash receptacles and will provide trash receptacle pick-up.
E. Emergency Medical Technician - contacting and arranging their presence at your event. This is the responsibility of the named Renter.
F. Read and understand the rules for use of Parks and Recreation Facilities to ensure that your event is a success.

Adopted by:
Columbus County Board of Commissioners

January 20, 2004
Date