

COLUMBUS COUNTY PARKS AND RECREATION INFORMATION PACKET FOR COUNTY PARKS AND FACILITIES

Welcome to the Parks and Recreation Department, hereinafter referred to as Department. It is our hope to make your requested use of the parks and facilities an easy and enjoyable one. This information packet will provide you with the rules, fees and other information you will need to know when considering using Columbus County Parks and Recreation parks and facilities.

GENERAL INFORMATION

1. Depending upon the rental request, completion of either the “Community Center Facility Rental Request” or the “Park Non-Athletic Use Request” will be required. Samples of these forms are included in this packet. Forms to be completed are available at the Department Office at 606 N. Thompson Street, Whiteville, NC.
2. Renter must be at least 18 years of age and provide a copy of a valid driver’s license or other photo identification.
3. There may be costs associated with the request, including, but not limited to Rental Fee, Security Deposits, Supervision Fees, Personnel Fees and/or permit fees. Payment of fees shall be made by check payable to “Columbus County Parks and Recreation Department” and paid at the time the rental request is submitted to Department.
4. Some requests may require interdepartmental coordination with other Columbus County Departments. Some may require County Administration and/or Board of Commissioners’ approval depending on the circumstances of the request.
5. Alcoholic beverages, drugs, weapons, drug paraphernalia of any kind are NOT permitted in any park or facility.
6. Department will determine the need for police security depending on the activity prior to a rental request being approved.
7. Renter shall be liable and pay for any property damage resulting from Renter’s use of the park or facility.
8. Renter shall be responsible for orderly behavior and must conform to all state and federal laws, county and/or city ordinances, department policies, and individual park or facility rules and regulations.
9. Department may require a Security Deposit.
10. Rentals cancelled by the Department are 100% refundable. Rentals cancelled at least seventy-two (72) hours prior to the event are 50% refundable. No refund will be given for cancellations less than

seventy-two (72) hours prior to the event.

11. Renter shall be responsible for leaving the park or facility clean of debris and in the same manner in which it was rented. No decorations shall be attached to the walls, ceiling or floors without permission of Department or authorized representative of Department and must be completely removed immediately following use. Extra clean up required by Department will result in an additional cleaning fee. All trash shall be deposited in the trash receptacles provided.
12. A parent or guardian must sign the rental request of any minor or youth group requesting the use of the park or facility and must provide adequate adult supervision for such events as defined by Department.
13. Rental Fee includes, but is not limited to, utilities, normal maintenance, use of park or 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 Renter. No inflatable or bounce houses are permitted at the park or facility.
14. There shall be a \$25.00 fee for lost keys, payable by check made payable to "Columbus County Parks and Recreation Department" at the end of the rental.
15. Department Director shall determine any additional fees (i.e. security deposit, facility use fee, personnel fee, etc.).
16. Returned Check Fee for Nonsufficient Funds shall be paid by the Renter in the event the check received by Department is returned unpaid. Renter shall be responsible for payment of Department's bank fee in addition to the amount of the check that was returned unpaid. Payment of the bank fee and amount of the check that was returned unpaid shall be in cash.
17. The County of Columbus provides equal opportunity to all its citizens to rent Department's parks and facilities 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 foregoing, he or she may file a complaint alleging discrimination with Columbus County Parks and Recreation Department or the Department of the Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C.

COMMUNITY CENTERS AT RIEGELWOOD AND OLD DOCK

In addition to the above **GENERAL INFORMATION**, the following are specific to the Community Centers.

Fees – Rental Fees will be set at a predetermined rate established by Department. Payment of rental fees shall be made by check payable to “Columbus County Parks and Recreation Department” and paid when the rental request is submitted to Department.

1. Rental Fee for **Riegelwood** Community Center is determined by Department Director with a minimum of one hundred dollars (\$100.00) per day.
2. Rental Fee for **Old Dock** is determined by Department Director with a minimum of seventy-five dollars (\$75.00) per day.
3. If a rental requires the use of a building during non-operating hours, a supervision fee **may be** required. These fees are in addition to the Rental Fee and shall be paid at the same time the Rental Fee is paid to Department.

Occupancy - **Riegelwood** Community Center has an occupancy capacity of 80.
Old Dock Community Center has an occupancy capacity of 50.

Miscellaneous – Community Centers shall be vacated by 11:00 p.m. daily.
- If the rental requires the use of the Community Center during non-operating hours, a supervision fee **may be** required. If required, the supervision fee shall be paid by check payable to “Columbus County Parks and Recreation Department” and paid at the time the rental request is submitted to Department.

COMMUNITY PARKS AT RIEGELWOOD AND OLD DOCK

In addition to the above **GENERAL INFORMATION**, the following are specific to the Parks and Recreation Facilities.

Definition of Renter Groups

1. **Political/Commercial** – Individual/non-affiliated group where admission fee, advance ticket sales or commercial product is sold.
2. **Affiliated** – Government Agency/Community Benefit group/Civic groups as approved by Department where admission fee, advance ticket sales or commercial product is sold.
3. **Closed** – Individual/club/group and guest where no admission fee, advanced ticket sales, no donation or commercial product is sold.
4. **Non-Profit** – Group/club/individual that qualify for recognition of exemption under Section 501(c)(3) of the Internal Revenue Code.
5. **Non-Resident Individual/Group** – (not including governmental agencies) Individual citizens/civic/fraternal/church/private organization/business industry whose home or primary address is outside the boundaries of Columbus County.

Facility Fees –

1. Athletic Fields (Invitational Tournaments and League Play)

Day use fee is \$150.00

Day use with lights fee is \$200.00

- a. When athletic fields are being used, maintenance and supervisory services by Department personnel shall be required and paid at a rate of time and half per hour.
 - b. Fees apply to each field rented (i.e. If 2 fields are rented, 2 fees will be charged)
 - c. Payment of fees is the responsibility of the individual whose name is on, and who signs, the rental form.
 - d. Dixie-sponsored programs shall be exempt from fee charges.
2. Picnic Shelter – There is no fee for the use of the picnic shelters. Clean-up of the facility after use will be the responsibility of the user.
 3. Concession Stand – Department reserves the right to operate concession areas during all events. If a renter elects to operate the concession stand, 15% (or an amount pre-determined by Department) of the gross receipts shall be paid to Department. The rate shall be determined prior to use.
 4. Special Facility Fees – If **Non-Profit** holds a fund-raiser event, the facility fee is 10% of the gross receipts OR a predetermined amount negotiated prior to the event, at the discretion of the Department Director.

If the event is a program/educational non-fund raiser event, the facility

fee may be waived.

5. ALL facility fees are determined at the time the rental is requested.

Additional Fees/Costs – There may be other fees/costs associated with the rental request. The additional fees/costs will be determined at the time the rental request is made.

1. Personnel – Department Director, under the advisement of Columbus County Administration, will determine when county personnel (i.e. maintenance, operation, etc.) are needed on site during the rental event. The cost will be determined by the current hourly rate.
2. Police Control – If needed, the cost will be determined by the currently hourly rate.
3. Permits – Department will inform renter of any permits that are required. The renter is responsible for payment of the permit cost.

Responsibilities - Renter shall be responsible for rental of portable toilets for the event, if necessary. Department will determine the number and location of the portable toilets prior to delivery of the portable toilets.

Renter shall be responsible for trash pick-up resulting from the event. Department will determine the number of trash receptacles and will provide trash receptacle pick-up.

Renter shall be responsible for contacting, arranging for and payment of Emergency Medical Technician to be present at the event.

Renter shall be responsible for any insurance liability coverage needed to protect your commercial or promotional group and Columbus County in case of bodily injury. Insurance is REQUIRED for commercial and promotional activities and for charitable activities that are open to the public AND NOT sponsored by Department.

COMMUNITY CENTER RENTAL REQUEST

1. Check one: Old Dock Community Center _____
Riegelwood Community Center _____

2. Desired Date of Use: _____ Hours of Use: _____ to _____

3. Name of Individual sponsoring event: _____

4. Type of Event (i.e. baby shower, birthday): _____

5. Expected number of attendees over 18: _____ under 18: _____

6. Detail proposed use of Community Center: _____

7. In consideration for County of Columbus granting permission for the use of said Community Center at special times and under special circumstances by persons attending the event sponsored by Sponsor, Sponsor, by signing this Request, hereby agrees:
 - a. To take all measures necessary to promote the safety of such persons while attending the event at the said Community Center; and

 - b. To hold harmless the County of Columbus, its departments, officers, agents or assigns, employees, and servants and helpers (paid and volunteer), from and to indemnify them for all damages, losses and expenses, including, but not limited to, attorney fees and investigation costs, sustained by Sponsor and Sponsor's attendees.

I understand that approval of this Request implies exclusive use of the said Community Center for the hours of use for this event. I further understand that Department retains the right to limit the use of or remove from the scheduled event any person or group when it becomes necessary to do so for reasons of safety, maintenance or need for repairs. I also understand that Department Director shall be responsible for decisions related to these requirements.

By signing this Request, I certify that: (1) I have received and read the **COLUMBUS COUNTY PARKS AND RECREATION INFORMATION PACKET FOR COUNTY PARKS AND FACILITIES**; (2) I and my attendees will abide by all rules and regulations pertaining to said Community Center contained therein; (3) failure to follow those rules and regulations will automatically terminate this approval; and (4) I shall be responsible for property damage resulting from my use of the said Community Center.

Date Signed: _____
Signature of Sponsor

Sponsor's Address: _____

Sponsor's Contact Numbers: Home: _____ Cell: _____

Sponsor's Email: _____

RECOMMENDATIONS

Circle one: Approve/Deny Total Fee (including any additional fees): \$_____

Community Center Supervisor: _____

Remarks (including Total Fee breakdown): _____

Amount paid: _____

Date paid: _____

Signature of Department Representative

NON-ATHLETIC USE OF PARK REQUEST/PERMIT

Any individual, organization, corporation, association, society, fraternity, club, order or group of whatever kind desiring to use the public parks owned or controlled by Columbus County as the location of a rally, demonstration, march, public speech, public meeting or other similar activity shall complete this Request at least seventy-two (72) hours prior to the date of intended use. This Request shall apply only to assemblages where the reasonable expected attendance will be more than one hundred (100) people. All such assemblage shall be held during daylight hours unless prior approval by Department Director.

1. Name of organization or group sponsoring event: _____
2. Name, address and contact number(s) of representative on behalf of said Sponsor, who is applying for Permit and will be in charge of event and carry Permit at all times during event: _____

3. Name and Location of County Park being requested: _____
4. Desired date of use: _____ Hours of use: _____ to _____
5. Proposed use of Park: _____

6. Are persons under 18 expected to attend? Yes _____ No _____
7. Number of anticipated attendees: _____

In consideration of the grant by the County of Columbus of permission for the use of said Park at special times and under special circumstances by persons attending the event 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 park;

(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 Sponsor or any of Sponsor's attendees, to include any agents or assigns on account of any claim for loss, damage, or injury growing out of such use of said park 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 Department Director 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 park by any such person.

I understand that approval of this Request implies exclusive use of the said Park for the hours of use for this event. I further understand that Department retains the right to limit the use of or remove from the scheduled event any person or group when it becomes necessary to do so for reasons of safety, maintenance or need for repairs. I also understand that Department Director shall be responsible for decisions related to these requirements.

By signing this Request, I certify that: (1) I have received and read the **COLUMBUS COUNTY PARKS AND RECREATION INFORMATION PACKET FOR COUNTY PARKS AND FACILITIES**; (2) I and my attendees will abide by all rules and regulations pertaining to said Park contained therein; (3) failure to follow those rules and regulations will automatically terminate this approval; (4) I shall be responsible for property damage resulting from my use of the said Park; and (5) I shall be responsible for providing appropriate Comprehensive General Liability Insurance.

Date of Request: _____ Signature of Representative _____

Representative's Address: _____

Representative's Contact Information: Home # _____ Cell # _____

Representative's Email: _____

RECOMMENDATIONS

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

Fee Amount Paid: _____

Date Paid: _____

Signature Department Representative

Signature Police/Sheriff Dept.

Printed Name

Printed Name

ATHLETIC FIELD USE OF PARK REQUEST/PERMIT

Any individual, organization, corporation, association, society, fraternity, club, order or group of whatever kind desiring to use the public parks owned or controlled by Columbus County as the location of an invitational tournament, league play or other similar athletic field use activity shall complete this Request at least seventy-two (72) hours prior to the date of intended use. This Request shall apply only to assemblages where the reasonable expected attendance will be more than one hundred (100) people. All such assemblage shall be held during daylight hours unless prior approval by Department Director.

4. Name of organization or group sponsoring event: _____

5. Name, address and contact number(s) of representative on behalf of said Sponsor, who is applying for Permit and will be in charge of event and carry Permit at all times during event: _____

6. Name and Location of County Park being requested: _____

4. Desired date of use: _____ Hours of use: _____ to _____

5. Proposed use of Park: _____

6. Are persons under 18 expected to attend? Yes _____ No _____

7. Number of anticipated attendees: _____

In consideration of the grant by the County of Columbus of permission for the use of said Park at special times and under special circumstances by persons attending the event 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 park;

(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 Sponsor or any of Sponsor's attendees, to include any agents or assigns on account of any claim for loss, damage, or injury growing out of such use of said park 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 Department Director 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 park by any such person.

I understand that approval of this Request implies exclusive use of the said Park for the hours of use for this event. I further understand that Department retains the right to limit the use of or remove from the scheduled event any person or group when it becomes necessary to do so for reasons of safety, maintenance or need for repairs. I also understand that Department Director shall be responsible for decisions related to these requirements.

By signing this Request, I certify that: (1) I have received and read the **COLUMBUS COUNTY PARKS AND RECREATION INFORMATION PACKET FOR COUNTY PARKS AND FACILITIES**; (2) I and my attendees will abide by all rules and regulations pertaining to said Park contained therein; (3) failure to follow those rules and regulations will automatically terminate this approval; (4) I shall be responsible for property damage resulting from my use of the said Park; and (5) I shall be responsible for providing appropriate Comprehensive General Liability Insurance.

Date of Request: _____ Signature of Representative _____

Representative's Address: _____

Representative's Contact Information: Home # _____ Cell # _____

Representative's Email: _____

RECOMMENDATIONS

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

Fee Amount Paid: _____

Date Paid: _____

Signature Department Representative

Signature Police/Sheriff Dept.

Printed Name

Printed Name