

Kenansville Parks & Recreation Department

Use of Shelter/Open Space at Kenan Park Request Form

Name of Park: Kenan Park

Name of Individual Making Request: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ or Phone #: _____

Name of Sponsoring Organization: _____

Email: _____

Requesting Use of Shelter: Yes/No Requesting Use of Open Space: Yes/No

Requesting The Use of Electricity If Available: Yes/No (If yes, please complete the Use of Electricity Request Form)

Purpose/Use of Shelter and/or Space: _____

Requesting Access Gate Open for this reservation: Yes/No Reason: _____

Number of Persons Expected for Event: _____ If charging admission, please list amount: _____

NOTE: Tents and amusements (i.e., Bouncy Houses) cannot be used without written approval from the Town of Kenansville and a copy of an insurance policy naming the Town of Kenansville as an added insured.

Date of Event: _____ Hours of Event (Please list start time and end time): _____

Check any "non-facility" furnishings/equipment that you would like to bring as they may require approval:

Cooker _____ Stage _____ DJ/Sound System _____ Other (Please specify) _____

Use of Facility/Property Rules and Regulations (Please read and sign below.)

1. Alcoholic beverages are prohibited.
2. User will be responsible for any damages incurred during use of facility/property.
3. User must leave the facility/property clean.
4. Any and all fees for use of facility/property must be paid in advance to the Town of Kenansville.
5. Kenansville Parks & Recreation Department reserves the right to require large groups to obtain extra security personnel.
6. Town facilities/properties may not be used for buying or selling of goods or services for profit without written permission from the Town Manager.
7. Any fees charged, including entry fees, must be fully explained. Please provide this information below if applicable: _____

8. Loud music and noise, which may be heard beyond the immediate area of the picnic shelter, is prohibited. This includes radios, loudspeakers, amplifiers, or live music, etc.
9. There will be a maximum of 12 hours per reservation unless pre-approved by the Town Manager.

I have read the above rules and regulations and agree to follow them.

Signature: _____ Date: _____

Kenansville Parks and Recreation Department
Electrical Policy and Procedure for Facility/Property Reservations

Name: _____ Date of Reservation: _____

The Parks and Recreation Department will make reasonable efforts to provide power if outlets are available at the facility/property. Please list all equipment that will require electricity below so that we may determine the total electrical needs and if our facility/property can support the use of equipment.

There will be no refunds if the user causes a power overload.

Please call 910 – 296 – 0369 or 919- 685-0506 should you need emergency assistance from the Parks and Recreation Department.

Reservation Includes: Ball Field 1 _____ Ball Field 2 _____ Ball Field 3 _____

List all items will bring that will require electrical power:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Signed: _____ Date: _____

For Office Use Only:

Request Approved by Town Manager: _____ Date: _____

User Fee: _____ Paid Cash: _____ Paid Check (Check #): _____

Staff Assigned if Needed: _____

Request Denied by Town Manager: _____ Date: _____

If Denied, Reason Given: _____