

Town of Kenansville  
P.O. Box 370  
141 Routledge Rd  
Kenansville, NC 28349

## KENANSVILLE PARKS & RECREATION DEPARTMENT USE OF BALLFIELD REQUEST FORM

BALLFIELD(S) REQUESTING: 1 2 3

NAME: \_\_\_\_\_  
(Name of individual making request)

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE NO.: \_\_\_\_\_ WORK PHONE NO.: \_\_\_\_\_ CELL PHONE NO.: \_\_\_\_\_

NAME OF SPONSORING ORGANIZATION: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

REQUESTING THE USE OF LIGHTS; YES NO (If yes, complete Electricity Request form)

The charge for lighting is a per hour/ per field charge set in the Rate and Fee schedule

NUMBER OF PERSONS EXPECTED FOR EVENT: \_\_\_\_\_ If charging admission fee, please state amount: \_\_\_\_\_

Tents and Amusements (i.e.; Bounce Houses) cannot be used without written approval from the Town and an insurance policy naming the Town of Kenansville as an additional insured.

DATE OF ACTIVITY: \_\_\_\_\_ HOURS: \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

CHECK ANY "NON-FACILITY" FURNISHINGS THAT YOU WOULD LIKE TO BRING (MAY REQUIRE APPROVAL):

COOKER \_\_\_\_\_ STAGE \_\_\_\_\_ DJ/SOUND SYSTEM \_\_\_\_\_ OTHER \_\_\_\_\_ PLEASE EXPLAIN: \_\_\_\_\_

### USE OF FACILITY RULES AND REGULATIONS (PLEASE READ AND SIGN BELOW)

1. Alcoholic beverages are prohibited
2. User is responsible for any damages incurred during use of the facility. **USER MUST LEAVE FACILITY CLEAN.**
3. Any and all fees for use of facility must be paid in advance.
4. Kenansville Parks & Recreation Department reserves the right to require large groups to obtain extra security personnel.

Town facilities may not be used for buying or selling of goods or services for profit without written permission from the Town Manager.

Any fees charged, including entry fees, must be fully explained. Please attach sheet with this information, if needed.

Loud music and noise, which can be heard beyond the immediate area of the picnic shelter, is prohibited. This includes radios, record players, loudspeakers, amplifiers or persons playing musical instruments.

Maximum reservation use of 12 hours unless pre-approved by the Town Manager.

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

\_\_\_\_\_  
Signature (must be 18 or older)

\_\_\_\_\_  
Date

## Electrical Policy and Procedure for Facility Reservations

Name: \_\_\_\_\_ Date of reservation: \_\_\_\_\_

Ball Fields reserved: 1 2 3

The Parks Division will make reasonable efforts to provide power if outlets are available at the facility. We request that the renter **list all equipment** that will require electricity below. This will assist us in determining the total power needs and if the facility can support it.

No refunds due to power overloads caused by the customer will be given.

**List below all the items you will bring that require power**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Please call 296-0369 or 271-2213 in case of emergency

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

REQUEST APPROVED:

DATE:

RECEIPT No.

FEE: \$ \_\_\_\_\_ CLEANING DEPOSIT: \$ \_\_\_\_\_ STAFFING NEEDED: \_\_\_\_\_ YES \_\_\_\_\_ NO

STAFF ASSIGNED: \_\_\_\_\_

REQUEST DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

IF DENIED, PLEASE STATE REASON: \_\_\_\_\_

**Return Address:**

Kenansville Parks & Recreation Department, Administrative Office  
Routledge Road  
Kenansville, North Carolina  
Office: (910) 296-0369 Fax: (910) 296-0369