

KENANSVILLE PARKS & RECREATION DEPARTMENT USE OF SHELTER/OPEN SPACE REQUEST FORM

PARK FACILITY REQUESTING: _____

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: _____

SHELTER/OPEN SPACE REQUESTED: _____ PURPOSE/USE: _____

REQUESTING THE USE OF ELECTRICITY (IF AVAILABLE-CIRCLE CHOICE) YES NO (If yes, complete
Electricity Request form)

REQUESTING ACCESS GATE OPEN FOR THIS RESERVATION (CIRCLE CHOICE) YES NO (*Reason: i.e.; bringing large
cooker)

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

**Events and Amusements (i.e.; Bounce Houses) cannot be used without written approval from the Town and
in 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)

- Alcoholic beverages are prohibited
- User is responsible for any damages incurred during use of the facility. **USER MUST LEAVE FACILITY CLEAN.**
- Any and all fees for use of facility must be paid in advance.
- 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.
- User must have read the above rules and regulations and agree to follow them.

Signature (must be 18 or older)

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 27107
Office: (910) 296-0369 Fax: (910) 296-0369

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: _____