

# Recreation Reservations

## PARK AND SHELTER

The parks and shelters may be reserved for a small fee. You may "hold" a reservation for 10 days by calling Town Hall at (910) 296-0369. To secure your reservation, you must complete a reservation form, electricity request form (if applicable) and pay the rental fee in full within 10 days.

Shelters	\$15.00/6 hours
Shelters w/electric	\$30.00/6 hours
Open Space	\$15.00/6 hours
Open Space w/electric	\$30.00/6 hours
**Deposit	\$50.00

**\*PLEASE NOTE THAT SUBMITTING A REQUEST FORM DOES NOT GUARANTEE YOUR RESERVATION\***

## ATHLETIC FIELD RESERVATION INFORMATION

You may also reserve any of the Town's athletic fields if there is no league or sponsored activities scheduled. Fees and charges apply when reserving any of the Town's ball fields. Inquire and make reservations by calling: (910) 296-0369

## Athletic Field Fees

Requested by Reservation Only

### Day Use:

Recreation Teams (non-Town leagues)	\$15.00/hr./per field
Civic Organizations (not co-sponsored by the Town and no admission/ donation)	\$15.00/hr./per field
Civic organizations and/or private groups (not sponsored by the Town and charging admission/accepting donation)	\$15.00/hr./per field

Note: Minimum 2 hours/maximum 8 hours; add an additional \$10/hr. after 8 hours.

**Night Use:**

Recreation Teams (non-Town leagues)	\$20.00/hr./per field
Civic Organizations (not co-sponsored by the Town and no admission/donation)	\$20.00/hr./per field
Civic organizations and/or private groups (not sponsored by the Town and charging admission/accepting donation)	\$35.00/hr./per field
Full Tournament* (not to exceed 3 days/2 nights) flat fee of:	\$125.00/per field/per day And 15.00/per hr. **Deposit \$100.00

\*No Games start after 10:00 p.m.

No practices will start after 8:00 p.m.

\*\* If field & facility is not cleaned after use, deposits will not be returned.

**Note:** At the discretion of the Town, a supervisor or custodial fee of \$15/ hour may be included in the fee.

**Not subject to fees/charges:** Senior-serving organizations, school groups (during school hours and/or athletic seasons), community watch groups, sponsored or co-sponsored groups/clubs/agencies/leagues/teams with the Town of Kenansville.

**Exception:** Tournaments and other types of "special" events by non-profit, charitable organizations for the purpose of fundraising for others are negotiated with and determined by the Town Manager.

# 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: \_\_\_\_\_

**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.

## Electrical Policy and Procedure for Facility Reservations

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

Facility reserved: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
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 27101  
Office: (910) 296-0369 Fax: (910) 296-0369