

KENANSVILLE PARKS & RECREATION DEPARTMENT USE OF BALLFIELD(S) REQUEST FORM

Ballfield(s) Requesting: Ballfield (#1) _____ Ballfield (#2) _____ Ballfield (#3) _____
Stacy Smith Field Amos Brinson Field Joyce Bell Field

NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE NUMBER: _____ WORK PHONE NUMBER: _____ CELL PHONE NUMBER: _____

NAME OF SPONSORING ORGANIZATION: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

ARE YOU REQUESTING USE OF THE LIGHTS: _____ YES _____ NO (If yes, you must complete the Electricity Request Form)

- The charge for lighting is a per hour/per field charge set in the most current Rate and Fee Schedule.

NUMBER OF PARTICIPANTS EXPECTED FOR THE EVENT: _____ If charging an admission fee, please state amount _____

Tents and Amusements (i.e., Bounce Houses) cannot be used without written approval from the Town Manager and with 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 FROM THE TOWN MANAGER)

COOKER _____ STAGE _____ DJ/SOUND SYSTEM _____ OTHER _____ PLEASE EXPLAIN: _____

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

- Alcoholic beverages are prohibited.
- User is responsible for any damages incurred during use of the facility. USER IS REQUIRED TO LEAVE THE FACILITY CLEAN.
- All fees for use of the 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 an additional 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 hours of use is 12 hours unless pre-approved by the Town Manager.

ACKNOWLEDGEMENT: 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 PARK FACILITY RESERVATIONS

Name: _____ Date of Reservation _____

Ballfield(s) Reserved: Ballfield (#1) _____ Ballfield (#2) _____ Ballfield (#3) _____
 Stacy Smith Amos Brinson Joyce Bell

The Parks & Rec Department 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 is 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 THE ITEMS YOU WILL BRING THAT REQUIRE POWER

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

Please call (910) 296-0369 or (910) 271-2214 in case of an emergency.

Signed: _____ Date: _____