

# VALDESE PARKS & RECREATION DEPARTMENT

## FACILITIES RENTAL/RESERVATION INFORMATION

### Rules governing reservations and rentals include the following:

1. Valdese Recreation sponsored activities have precedence over all other activities.
2. Valdese community sponsored events and travel teams have second priority for facility use.
3. Rental/reservation of center areas may be arranged as follows: A. Request for rental and/or reservation, completion of request form and payment of basic charges filed one week in advance of scheduled activity date. B. Payment of required deposit prior to activity.
4. Alcohol and/or drugs will not be permitted in or on recreation areas and facilities.
5. No Smoking within 50 feet of any facility or ball field.

### RESERVATION POLICY

1. The Recreation Department is the issuing office. All business pertaining to the use of Recreation Department facilities will be administered through the Recreation Director and/or staff.
2. The Center's regular operating hours are from 8:00 am until 9:30 pm Monday through Saturday except for official holidays recognized by the Town of Valdese. Tiger Gym is open for scheduled use only.
3. **Reservations should be requested no less than one week in advance. Fees are due in full at time of reservation request, and no reservation will be considered official until such fee has been paid.**
4. Inquires regarding use of facilities may be made by telephone. However a written request must be made on the attached form and filed with the recreation staff.
5. Persons and/or groups renting the facility must be responsible individuals and must be 18 years of age or older.
6. **Individuals and/or groups renting facilities will be responsible for setting up and removing equipment, such as microphones, etc. As well, they will be responsible for cleaning the facility immediately after the activity has ended, and for ANY/ALL damages resulting from their use.**
7. Rental fees will be \$35/hour (These fees are for facility use only, not Park rentals, swim, or bowling parties.)
8. Rental fees include utilities, normal maintenance, and use of the center's equipment such as tables, chairs, blackboards, etc., provided such equipment is not needed for Department programs. In addition to rental fees, additional fees may be added for set-up and tear-downs, after hours' supervisor's fees if indicated, clean-up, etc. **Be certain you read and understand all fees/charges before you sign the contract.**
9. No equipment or food belonging to the rental party will be left in the facility after its use.
10. No decorations will be attached to walls, ceilings, floors or any other part of the center without prior approval of the recreation staff. In the event such permission is given, all decorations must be removed immediately after the event or function is over.

11. No person will be allowed to have firearms, explosives, knives or any other weapons in the center or on the premises at any time.
12. No obscene, loud, or abusive language will be allowed in the facility or on grounds at any time.
13. No beer, wine or alcoholic beverages are allowed in the facility or on grounds at any time.
14. Individuals or groups will not be allowed to prepare food in this facility, but will be allowed to have covered dish luncheons or a catering service provide food.
15. All events shall close at 9:30 pm unless special permission to continue to a later hour is given in advance by the Recreation staff.
16. Dances must be part of a private party; **or** sponsored by a school, local civic, fraternal, or religious group, provided that profits from such a dance are used for charitable purposes. The dance must be properly chaperoned for non-adult groups, and may not be open to the public. Since improper footwear can cause serious damage to the basketball floor, all dances must be "sock hops" meaning that **NO** shoes may be worn while dancing. If this rule is violated and the floor is damaged, the person/persons leasing the gym will be solely responsible for the repair of the floor.
17. Rental use permits will not be accepted for more than one meeting or event. A use permit request must be completed for each individual date/event, unless an acceptable schedule is approved in advance by the director.
18. A member of the Recreation Department staff must be present to open and close facility.
19. Activities for persons under 18 years of age must have adult chaperons and/or security officers. These must be responsible adults and will be the responsibility of the rental party.
20. Applicant shall be solely responsible for any and all damages which occur to the area, facility, or equipment and shall further be solely responsible for any and all personal injury occurring to any person using the facility pursuant to the application of the applicant herein, and it shall be the responsibility of the applicant to report any such damage and/or injury to the Recreation Staff immediately upon their occurrence. Said Director shall advise as to the procedure for settling the claim for damage or injury.
21. Should any group, individual, etc., fail to fulfill the obligations set forth in the use permit and in that event the Recreation Staff may and will automatically void the contract of the group. The group will immediately be asked to vacate the facility.

**22. ONLY TEAM COOLERS ARE ALLOWED.**

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## Facilities Rental Request

PARK/FACILITY REQUESTED \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_ TIME: \_\_\_\_\_  
(from) (to)

ADDITIONAL TIME NEEDED FOR DECORATING/SET-UP/CLEANING (CHARGES MAY APPLY) \_\_\_\_\_

**\*AFTER HOURS SUPERVISOR'S FEE \$10/HOUR MAY BE CHARGED IF NECESSARY**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (C) \_\_\_\_\_

PURPOSE: \_\_\_\_\_ EXPECTED NUMBER: \_\_\_\_\_

CHAPERON LIST: \_\_\_\_\_

TOTAL FEE(S) TO BE CHARGED (\$35/hr.): \_\_\_\_\_ SECURITY DEPOSIT **\$25**

**\*\*\*ANY ADDITIONAL AFTER HOURS TIME REQUIRED FOR DECORATING/SET-UP/CLEANING MAY BE AN ADDITIONAL CHARGE. AN AFTER HOURS SUPERVISOR'S FEE OF \$10/HOUR WILL BE CHARGED IF NECESSARY.**

PAID: \_\_\_\_\_ DEPOSIT PAID \_\_\_\_\_ BALANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*The Valdese Parks & Recreation Department, its employees, appointed, and elected officials assume no liability for your use of its facilities for a private event and/or programs. Valdese Parks & Recreation Department does not provide accident, injury, liability, or hospitalization insurance for officials, participants, coaches, or fans participating in or viewing this program, or travel to and from these events. Please consider the health, experience and tolerance for risk of the individuals you have encouraged to attend your event -- this is your responsibility.

I, the undersigned, have read and agree to abide by all Center rules and regulations and will be responsible for any and all damages and/or personal injury resulting from our use of the Valdese Parks & Recreation Department facilities or grounds. I have read and understand the information regarding rental of Valdese Parks & Recreation Department facilities. I further understand the prices and charges I hereby agree to.

SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

PHONE 828-879-2132 FAX 828-879-2192 PO BOX 339, VALDESE, NC 28690