



### **Application for the Use of the Town of Stantonsburg Park and Grounds**

This application must be submitted to the Stantonsburg Town Hall with a rental fee for reservation, as well as a key deposit. WE DO NOT accept checks for Park fees, however credit/debit cards, money orders, and cash are allowable methods of payment. There is a rental fee of \$25. Additionally, there is a \$50 initial deposit.

This deposit is refundable; however, your deposit WILL NOT be refunded if ANY of the Rules/Regulations are not followed. The deposit will be refunded within two (2) weeks from the reserved date ONLY IF there is no damage, the facility is left clean, and ALL the rules have been followed.

#### **Renter Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

**\*\*IF ANY OF THE FOLLOWING RULES ARE BROKEN, YOU AUTOMATICALLY FORFEIT YOUR DEPOSIT\*\***

I certify that the above-named person/group is non-profit in nature, and I am authorized to act in behalf of this person/group and that said person /group will be responsible for adhering to all policies and procedures for use of the Stantonsburg Park and Grounds. I/We agree to the following rules and regulations:

**A.** NO drugs or alcoholic beverages, including beer, are permitted on premises.

-Stantonsburg Police will be doing occasional walk-throughs, and if alcohol is found on premises you will be considered trespassing/violating contract and asked to leave immediately.

**B.** NO smoking on premises.

**C.** NO group or individual may use the facility or grounds for any type of profit purpose.

-Civic groups may be granted the privilege of use of the park for specific fundraising purposes upon approval of the Town Manager and may be required to present a Federal Tax-Exempt Number from the US Internal Revenue Service.

**D.** You must be at least 21 years old to rent the Park.

-Youth groups requesting use of facility and grounds must assure adequate adult (21+) chaperones for such events.

**E.** Upon the request of the Town Manager, police security will be required (at the user's expense) before a reservation request is approved. Application for the Use of the Town of Stantonsburg Park and Grounds

**F.** Absolutely NO amplified sound systems on grounds (inside or outside) and NO smoke machines allowed on premises.

**G.** The following housekeeping must be completed:

-Park, grounds, and gazebo must be left free of all trash.

-Park bathrooms must be swept AND mopped.

-Trash must be collected and located in containers. **(Extra containers can be provided with a \$5 per cart rental fee).**

-Clean tables and benches inside shelter.

-Do not put nails, tacks, or tape on walls. All confetti, glitter, string, or other decorating materials must be cleaned up.

-Do not leave any food or drink on the premises

-All lights must be turned off.

**H.** Park rental begin at 7am of the reserved day for use and ends at dusk that same

Day (park closes at dark). **YOU MAY NOT ENTER THE BUILDING BEFORE 7:00 AM OR AFTER THE PARK CLOSES ON THE RESERVED DAY.**

**I.** A cleaning check list and key to the parking facility may be obtained at the Town Hall during office hours (8:00am-5:00pm M-T and 8:00am-12:00pm F). You must pick up the key the day before your reserved date, no exceptions. When you are finished using the facility on your reserved date, the key to the facility and the check list must be placed into the Town of Stantonsburg night deposit box after hours.

**J.** The Town of Stantonsburg assumes no liability for accidents resulting in injury on the premises or responsibility for any food, equipment, or other materials left on the premises.

**K.** Maximum number of occupants allowed is 100.

**L.** For any emergencies, please call .

I further understand that failure to comply with the Policies and Procedures for the use of the park facilities and the above Rules and Regulations may result in the forfeiture of the reservation/damage/cleaning/key deposit, and payment of additional damage fees. This results in the loss of privilege for future usage of the park.