



CHAPEL HILL PARKS AND RECREATION DEPARTMENT

200 PLANT RD • CHAPEL HILL, NC 27514 • VOICE/TTD: (919) 968-2784 • FAX: (919) 932-2923

Picnic Shelter Reservation Request

Name _____ Today's Date _____

Address _____
street city state zip

Home phone _____ Work Phone _____ Cell Phone _____

Purpose of Rental _____ Email address _____

PLEASE Indicate where you live: Within Chapel Hill town limits Within Carrboro town limits Within Orange County Other

PLEASE CHECK THE PICNIC SHELTER LOCATION TO BE RESERVED:

Cedar Falls Park Hargraves Park* Homestead Park North Forest Hills Park* Umstead Park

Meadowmont* (No Fee) Southern Community Park, SMALL Southern Community Park, LARGE

* Restrooms: North Forest Hills are closed from 10/30- 4/30; Hargraves are inside Northside Gym; Meadowmont are at Rashkis Gym

RESERVATION DATE: _____ DAY OF WEEK: _____ TIME: from _____ to _____ (4 hour block)

FEES: Picnic shelters are approved in 4 hour increments and may be reserved for up to 8 hours. Fees are based on residency (residents are persons living in or owning property in Orange County or Chapel Hill town limits) and are due at the time the reservation is requested. FEES: \$35 resident, \$56 non-resident for all except SCP Large shelter, which is \$50 resident, \$80 non-resident. A \$100 damage deposit is required if you use a pig cooker at Southern Community Park's large shelter.

RESERVATION DETAILS: Please see our User Fee Policy for a complete listing of rental policies.

- Is your event: A private event A public event
If public, please give the sponsoring organization's name: _____
- How many people will attend? _____
- Will you bring equipment (i.e. generator)? No Yes If yes, what equipment? _____
- Will you publicize the event? No Yes If yes, to whom and how? _____

(Department approval is required prior to publication.)
- Do you plan to raise or collect money? No Yes If yes, what will the money be used for? _____

(A special cooperative agreement may be required.)
- Will decorations be used? No Yes If decorations are used, what kind? _____

If you answered YES to one or more of the questions above, you may be required to complete a Special Event Application.

SHELTER SIGNAGE INDICATES RENTERS HAVE PRIORITY. Bring your receipt and show it to any drop in users; politely request that drop in users vacate the shelter. Drop-in users who fail to vacate the shelter when shown proof of rental will be considered trespassers. In such cases you may contact the Chapel Hill Police Department for assistance at 911.

This application serves as a request for a rental. I certify that I am authorized to act for the above named applicant and that said applicant will be responsible for any and all damages to the equipment or facility, or any injuries that occur while it is used by the applicant, and that the charges as stated will be paid. I further certify that the requested equipment and/or facility will be utilized strictly in accordance with the above stated purpose and type of activity to be conducted, and in accordance with Chapel Hill Parks & Recreation User Fee Policies. I understand that all picnic rentals are "rain or shine" and there is no electricity provided at the shelter. **Cancellations must be made in writing at least 7 days prior to rental date, and that a \$10 processing fee will be charged. I have read and agree to abide by all policies pertaining to facility rentals.**

Applicant Signature _____

Date _____