

# CHAPEL HILL PARKS AND RECREATION DEPARTMENT

## Picnic Shelter Reservation Request

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Street Apt. City State Zip

Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_ Email address \_\_\_\_\_

Where you live?  Within Chapel Hill town limits  Within Carrborotown limits  Within Orange County  Other

### PLEASE CHECK THE SHELTER AND LIST THE DATE AND TIME YOU ARE REQUESTING:

Rentals are in 4 hour increments and may be reserved up to 8 hours; include set up and tear down time in your request. Rentals are only for the specific facility indicated and do NOT include other areas of the facility/park, such as meeting rooms, pool or fields etc.

**FEES: \$35 resident, \$56 non-resident except for SCP large shelter which is \$50 R, \$80 NR.** Fees are due at time of reservation.

Fees are based on residency status. Pig cookers only allowed at SCP's large shelter and a \$100 damage deposit is required.

PARK	CAPACITY	PARK	CAPACITY
<input type="radio"/> Cedar Falls Park	25	<input type="radio"/> North Forest Hills*	35
<input type="radio"/> Hargraves Park*	50	<input type="radio"/> Southern Community Park - Small	35
<input type="radio"/> Homestead Park	35	<input type="radio"/> Southern Community Park - Large	100
<input type="radio"/> Meadowmont Park*	20	<input type="radio"/> Umstead Park	35

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

**SHELTER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **DAY OF WEEK:** \_\_\_\_\_ **TIME:** from \_\_\_\_\_ to \_\_\_\_\_ (4 hour block)

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

1. What is the purpose of your event? \_\_\_\_\_ How many will attend? \_\_\_\_\_

2. Is this a public event and/or will you promote it? NO YES If yes, please give details \_\_\_\_\_

3. Will you bring equipment or collect money? NO YES If yes, please give details \_\_\_\_\_

4. 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.

**Bring your receipt** and show it to any drop-in users; politely request they vacate the shelter. Drop-in users who fail to vacate the shelter when shown proof of rental will be considered trespassers. In such cases 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. **Alcohol, firearms and tobacco are strictly prohibited at Parks & Recreation parks, greenways, facilities & all Town property. Cancellations must be made in writing at least 7 days prior to rental date & a \$10 processing fee will be charged. I have read and agree to abide by all policies pertaining to facility rentals.** (6/18)

Coronavirus, COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. State and local authorities recommend physical distancing and wearing facial coverings as means to prevent the spread of the virus; a declaration requiring face coverings in indoor locations and where physical distancing is not possible went into effect in Orange County on June 12, 2020. In compliance with the declaration, participants may be required to wear a facial covering while engaged in programs at the discretion of Town of Chapel Hill staff. Participating in Town of Chapel Hill recreation programs or accessing Town of Chapel Hill recreation facilities could increase the risk of contracting COVID-19. While the Town staff will make reasonable efforts to adhere to recommended precautionary guidelines for dealing with COVID-19, participants may be exposed to increased risk of transmission or infection of COVID-19. The Town of Chapel Hill in no way warrants that COVID-19 infection will not occur through participation in Town of Chapel Hill recreation programs or utilizing Town of Chapel Hill facilities.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



**PARKS AND RECREATION**  
www.chapelhillparks.org

Register online: [www.chapelhillparks.org](http://www.chapelhillparks.org)  
For more information, call (919) 968-2784  
Email [parksrec@townofchapelhill.org](mailto:parksrec@townofchapelhill.org)