

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 Carrboro town 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)**

Applicant Signature _____

Date _____

