

<p style="text-align: center;">City of Whiteville</p>  <p style="text-align: center;">North Carolina</p>	Name of Policy: Parks and Recreation Facilities Rental Policy		Subject: Rentals of Recreation Facilities and Parks
	Policy Number: 5-2018	Revisions: 0 Supersedes: NA	Adopted/Approved by: x City Council _ City Manager
	Adoption/Approval Date: April 10, 2018	Effective Date: April 10, 2018	Number of Pages: 5

The City of Whiteville’s Parks and Recreation Department does not discriminate on the basis of age, race, sex, color, or national origin. This department is committed to promoting positive participation by providing reasonable accommodations for individuals with disabilities upon request.

A. Scope and Authority.

The City’s Parks and Recreation Department has several attributes for our community. See the listing below. The areas addressed below may be reserved and rented by organizations and the public, when not in use for City-sponsored or co-sponsored events/activities. Those groups or persons renting City facilities or property shall be in accordance with established policies, procedures, and regulations. Rental and program fees shall be reviewed annually by the City Council and may be adjusted, as the City Council deems necessary.

Name	Address	Areas for Rent
Recreation Center	255 Recreation Center Drive, Whiteville NC 28472	Multi-Purpose Room Kitchen Gym
		Field Rentals:
		Shelter Rentals:
Nolan Park		
West Park		
Felix Smith Park		

Priority for use shall be as follows:

1. City sponsored or co-sponsored event/activity.
2. Public service event/activity as determined by the City Manager or designee.
3. Civic meeting(s) or organization(s).
4. Private function(s).

B. Reservations.

This department promotes an orderly process in order for organizations and the public to reserve any of our properties that are listed above. Rental of the multi-purpose room

inside the Recreation Center includes the use of tables and chairs; **set-up is not included in the rental fee**. The established guidelines to make reservations are listed below.

1. The applicant/renter must be of **21 years of age or older in order to make an agreement with the City of Whiteville**. The applicant/renter must be present during the use of the facility or property. However, the applicant/renter may designate another person to be present with the approval of the Parks and Recreation Director.
2. Multi-day rentals are prohibited unless written approval is obtained from the City Manager or designee.
3. Reservations are taken on a 'first come – first served' basis. Reservations may not be made more than **90** days prior to the event but no later than **14** days prior to the event/activity.
4. The City of Whiteville reserves the right to cancel the rental agreement in the event of inclement weather, catastrophes or unforeseen circumstances and shall return fees collected from the applicant. The City shall not be responsible for any costs incurred by the applicant in connection with the cancelled event. The City of Whiteville reserves the right to cancel any and all events/rentals if the applicant/renter or member/group is in violation of the Department's rules, regulations, City's ordinances or laws.
5. Applications and fees for reservations are accepted at the Whiteville City Hall, Monday through Friday during regular business hours. The reservation is only confirmed after:
 - a) the signed, completed application form; and
 - b) the security deposit and fees have been received at City Hall; and
 - c) the application has been approved by the Parks and Recreation Director or designee.
6. A security deposit is required to reserve a facility or property. Additional fees may be assessed and collected at the time of the reservation based on the adopted City's Parks and Recreation Fee Schedule. The security deposit will be returned to the applicant, in full, unless the City determines one of the following:
 - a) The facility or property has been damaged.

- b) Special cleaning services (cleaning, equipment, maintenance, etc.) are required because of the activity.
- c) The event was cancelled by the applicant, within the prescribed schedule as depicted in item number 7, without written notification to the Parks and Recreation department.

All expenses for damages to the facility or property greater than the value of the security deposit shall be billed to the applicant.

- 7. The minimum notification required in order to cancel an event/activity by the applicant is depicted below:

Required Notification	Size of the Event
14 Business Days, including holidays	Small Rentals (up to 30 persons)
30 Business Days, including holidays	Large Rentals (in excess of 31 persons)

- 8. Reserved shelters will be posted with a notice of reservation stating the name of the party; otherwise, shelters will be posted with a notice of availability pursuant to a rental agreement. If individuals are using your reserved shelter, please provide them with your Facility/Property Reservation Receipt. If they refuse to vacate the premise, please contact the City of Whiteville Police Department at 910-642-5111 or call 911.
- 9. There shall be a fee for all returned checks.

C. Rules for Use.

The following rules and regulations have been established to ensure a safe and pleasant visit to the City of Whiteville’s Parks and Recreation’s facilities and properties.

- 1. Firearms are not permitted in or on any City owned facility or property.
- 2. Consumption and possession of open containers of alcohol are prohibited in or on City property except as otherwise specifically permitted by the City Council.
- 3. Amplified sound is permitted in accordance with City Ordinance No. 2015-10-15-33(1), Chapter 94.
- 4. Applicant/Renter is responsible for any and all arrangements, activity supervision, well-being and conduct of all persons involved with the event or activity. All functions must be conducted in an orderly fashion, consideration

of neighbors must be exhibited, and conform to all city ordinances. Failure to do so will result in the forfeiture of deposit and future reservation privileges.

5. Parks and recreation center restrooms will remain open to the public during normal operating hours during any event or activities utilizing the City's facilities. The Recreation Center may NOT be locked by the applicant/renter/users during normal operating hours.
6. Destruction of trees, plants, flowers, turf, and other city owned property is not permitted.
7. Commercial activities and solicitation are not permitted. Fundraisers conducted by legitimate nonprofit organizations or for nonprofit purposes may be permitted within facilities with written approval from the City Manager or designee.
8. Open flame cooking is not permitted inside any part of the Parks and Recreation facilities. Fryers are not permitted in the park/shelters. Cookers must meet minimum distance from the building per the fire code. Cookers are defined as a small personal grill; large grills/roasters may be accepted with the permission of the City Manager and Fire Marshal. **Do NOT place hot charcoal or used cooking oil in trash receptacles/dumpsters.**
9. Please leave the shelter or facility in same or better condition as it was at the time of rental. Applicant/renter is responsible for removing all food and litter from the shelter or facility and surrounding areas. Tables, chairs, etc. must be set up and taken down by the applicant/renter. Clean up responsibilities include, but are not limited to the following:
 - a. Wipe down tables and chairs. Tables and chairs are to be returned back to the cart where they were removed from in an orderly fashion.
 - b. Sweep floors.
 - c. Empty trashcans and place into the dumpster **or** take your trash with you upon leaving.
 - d. Turn off lights.
10. Applicant/renter is responsible for placing and removing all decorations and litter from the shelter or facility and surrounding areas during the time reserved by the applicant/renter. Decorations are not to be attached to any park or facility structure/wall other than the picnic shelter itself or other designated areas inside facilities. Any tape, staples, tacks, or rope used to attach decorations to the picnic shelter or other designated place must be removed when vacating the shelter/facility. The use of bolts, screws, nails, duct tape, or similar fasteners for the purposes of hanging banners, posters, etc. on walls, ceilings, or floors is not permitted.

11. Applicant/renter is responsible for abiding by and limiting admittance according to the building occupancy established by the City. The City Fire Marshal will determine occupancy based on the type of activity, event and expected number of participants. Failure to abide with the established building occupancy may subject the renter and their party to immediate orders to vacate the premises, and shall void the agreement between the City and the renter. The deposit submitted by the renter shall not be refundable.
12. Applicant/renter is responsible for any and all arrangements, activity supervision, well-being and conduct of all persons involved with the event, activity, or program. All functions must be conducted in an orderly fashion, consideration of neighbors and in conformity with all city ordinances. Failure to do so will result in forfeiture of deposit and future reservation privileges.
13. Additional entertainment such as a bouncy house, water slide(s), petting zoo, miniature trains, etc. are prohibited. However, varieties of entertainment may be considered and approved by contacting the City's Safety Officer and submitting a Special Events application.
14. Applicant/renter will indemnify and hold the City of Whiteville free and harmless from any and all claims and liability of any kind whatsoever because of injury to any person(s) or damage to or loss of any property (ies) directly or indirectly resulting from any activity sponsored or conducted by the applicant/renter/user.
15. Vehicles must be loaded and unloaded from parking areas only. Vehicles are not allowed to drive or park on grass areas or walking paths.
16. Picnic shelters are provided for the enjoyment of the public and are not to be used to conduct business. The sale of any tangible objects of merchandise within the park is prohibited without the expressed permission of the City Manager. Fundraising events for not-for-profit organizations may be permitted but only with the prior written permission of the City Manager or designated representative.
17. Dogs and cats must be leashed when present and attending personal functions at a City park. The applicant/renter/user is responsible for the pet and picking up after the pet, including pet waste. Pets are not allowed on the athletic fields, in play areas, or inside the Recreation Center unless it is a service animal. Additionally, no pets are allowed during normal scheduled Parks and Recreation programs.

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