

CITY OF GOLDSBORO
PARKS AND RECREATION DEPARTMENT
FACILITY RENTAL GUIDE
Effective January 1, 2009

Please contact our office at 739-7480 if you need clarification.

Many of our facilities are available for rent when they are not in use for our programs. To rent a facility, you will need to complete a rental application and pay the appropriate fees at the time the reservation is made. Facilities may be reserved up to 12 months in advance.

Rental applications are available at the Parks & Recreation Main Office in Herman Park Center, W. A. Foster Center, and online at www.goldsboroparksandrec.com

Rental fees vary according to the facility. Rentals requested within two weeks of rental date will require payment in cash.

Renting a Facility:

- To rent a facility, please contact the appropriate Parks and Recreation facility specialist. You can reach them by phone or email, or you may visit their office. If you'd like to meet in person, please call ahead to confirm their availability.
 - Athletic Playing Fields- Jeff Winbush, 739-7488
 - Herman Park Center-Tammy Greene, 739-7491/Gina Poandl, 739-7480
 - W.A. Foster Center-Russell Stephens/Gladys McClary, 734-4164
 - Picnic Shelters, Gazebo and Park House- Administrative Office 739-7480
- Facilities may be rented between the hours of 9:00am and 10:00pm.
- Picnic shelters may be rented between the hours of 8:00am and 10:00pm.
- The department reserves the right not to rent recreation fields if it is determined that fields are deteriorating because of overuse.
- Approved rentals are for only the specific facility identified on the rental receipt and do not include other parts of a facility.
- Requests are on a first-come, first-served basis. When you call or visit, please be prepared with your intended date(s) and time of rental. Reservation requests are not taken over the telephone. All reservation fees are due when reservation is made. Be sure to include set-up and teardown time in your rental time.
- We require at least two weeks advance notice to rent a facility. Rental requests with less than two weeks notice may be approved at the facility specialist's discretion. ***(If approved, all fees for rentals with less than two weeks advance notice must be paid in cash and must be paid prior to 2:00pm on the Thursday preceding the reservation.)***
- Please note that Parks and Recreation Department sponsored and co-sponsored activities and programs have priority in scheduling the use of all facilities. Organizations and the public may rent some facilities when not in use by the department. Department facilities may not be used or rented for personal profit or for private lessons.

Renter Eligibility, Chaperons, and Police Security:

You must be 21 years of age or older, and be authorized by the applicant (if you are not the applicant), to sign a reservation agreement.

- Chaperons: When the planned activity is primarily for people under 21 years old, the person signing the reservation agreement will be responsible for providing one adult chaperone for each group of 10 youth in attendance under the age of 21.
- Police Security: The Parks and Recreation Department reserves the right to require the renter to provide police security for special programs.

Rental Fees:

- Form of payment: We accept cash or checks. (Rentals with less than two weeks advance notice must be paid in cash.)
- How to pay: Once reservation agreements have been filled out, payment is due and payable at the main office at Herman Park Center, 901 E. Ash Street, during normal business hours: Monday – Friday, 8:00 a.m.–5:00 p.m. (except for City holidays)

Cancellation: All requests to cancel a facility reservation **must** be made in writing to the attention of the Director. Cancellations received 7 or more days from the reservation date will be refunded less a \$10 processing fee. Cancellations with less than 7 days notice from the reservation date will not be refunded.

Publicity: All publicity (flyers, mailings, advertising, etc.) related to events held at rented Parks and Recreation facilities must be pre-approved by the facility supervisor. Failure to comply with this will result in cancellation of the rental.

Inclement Weather: We rent our picnic shelters “rain or shine”. Please be aware that the rental fee for a picnic shelter rental will not be refunded in the event of inclement weather. However, depending on the availability of the shelters, shelter reservations may be rescheduled with advance notice due to inclement weather.

Facility Keys: If your rental requires being assigned a key, a representative from your organization will be assigned a key. This representative is the only person who should use the key. He/she is responsible for returning the key to the Parks and Recreation Main Office within 24 hours of lease end.

Renter Responsibilities:

All applicants requesting use of Department facilities must observe the following guidelines and requirements:

- The renter must leave the area, facility, or equipment in a clean and orderly condition. All trash must be properly disposed of.
- Prohibited Items: Firearms, tobacco products, alcohol, and illegal drugs are **NOT** allowed within City parks and facilities.
- Decorations: All forms of decoration must be pre-approved by the facility supervisor. Failure to comply with this will result in cancellation of the rental. Decorations must not be nailed or tacked to any tables, walls, ceilings, or any other portions of the buildings or equipment.

Liability: The City assumes no liability for the renter's use of a facility. As a condition of use of a facility, the applicant shall hold the City harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment of facility in question.

Damages: Any and all damages to the facilities, equipment, and other City property, while being used by the renter, will be the responsibility of the renter and payable in full to the City of Goldsboro. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities. The Parks and Recreation Department reserves the right to decline renting to patrons who have incurred damages to City property in previous rentals.

Non-profit Activities: City facilities may be used for fund-raising activities provided such activities are not for private purposes or profit. Entry fees may be charged for events and tournaments provided that all proceeds benefit the non-profit organization. In all cases, the City may request a signed financial account of actual expenses and revenues within 7 days after the event.

Activities for Profit: Events or activities for which admission is charged will be assessed a commercial fee.

City Government Agencies: Facilities are available at no charge to official city government agencies for events in the public interest when not otherwise in conflict with this policy.

Non-Profit/Civic Organizations, Public and Private Schools, Non-City Agencies: Facilities are available at a reduced rate to non-profit/civic organizations, public, and private schools, and non-city agencies. Proof of non-profit status is required for reduced rates. Rates will be reduced to half of the normal rental fees.

Political Events: Facilities may be rented for political events as long as any publicity concerning the event clearly states that the park or facility, and the staff of Goldsboro Parks and Recreation, do not support any political party or candidate for which the event is sponsored.

Policy of Non-Discrimination: City facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affectional preference or marital status. The City of Goldsboro does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

Please refer to the Parks & Recreation Department's User Fee Policy for complete rental policies.

RECREATION & PARKS DEPARTMENT USER FEES
Effective January 1, 2009

ATHLETIC FIELD RESERVATION

	<u>FEES</u>
1 field, 3 hours, no lights	\$60.00
1 field, 4 hours w/ lights	\$100.00
1 field, 1 day and 1 night	\$210.00
2 fields, 2 days and 2 nights	\$420.00

W.A. FOSTER CENTER *(all rentals are for 2 hours)*

Gymnasium	\$70.00
Recreation Room:	
Meetings, Recitals, Lectures, etc.	\$70.00
(With food/beverages)	\$90.00
Banquet/Reunions/Wedding Receptions	\$135.00
Dance	\$135.00
All Commercial Events	\$300.00
(Events for which tickets are sold or admission is charged)	
Meeting Rooms 1 & 2	\$30.00
Meeting Rooms 1 & 2	\$30.00
(With food/beverages)	\$40.00

HERMAN PARK CENTER *(all rentals are for 2 hours)*

Gray Room:	
Meetings, Recitals, Lectures, etc.	\$70.00
(With food/beverages)	\$90.00
Banquets/Reunions/Wedding Receptions/Dance	\$135.00
All Commercial Events	\$300.00
(Events for which tickets are sold or admission is charged)	
Green Room, Yellow Room, Conference Room	\$30.00
With Food/Beverages	\$40.00
Kitchen, Patio	\$30.00

PARK HOUSE *(all rentals are in blocks of 4 hours)* \$70.00

GAZEBO *(all rentals are in blocks of 4 hours)* \$40.00

PICNIC SHELTERS \$30.00 per shelter
(all rentals are in blocks of 4 hours)

SEATING CAPACITY

Herman Park Center

Conference Room – 23 tables/chairs
Gray Room - 250 tables/chairs; 273 theater style
Green Room – 50 tables/chairs or theater style
Yellow Room – 50 tables/chairs or theater style
PA Room – 25 tables/chairs or theater style

W. A. Foster Center

Recreation Room – 135 tables/chairs
Meeting Room – 40 tables/chairs or theater style
Gym – 100 chairs – theater style

GOLDSBORO PARKS & RECREATION DEPARTMENT

PICNIC SHELTER RESERVATION INFORMATION SHEET

Parks	#of Shelters	Electricity	Grills
Herman Park (Herman Street)	3 Shelters Park House Gazebo	Yes Yes Yes	Yes No No
Berkeley Park (Cashwell Drive)	2 Shelters	Yes	No
H.V. Brown Park (H.V. Brown Lane)	3 Shelters	Yes	Yes Shelters #2&3
Fairview Park (1905 Edgerton St.)	1 Shelter	Yes	Yes
Mina Weil Park (1008 S. John St.)	1 Shelter	Yes	No
North End Park (Neil St.)	2 Shelters	Yes	Yes
Quail Park (Quail Dr.)	1 Shelter	No	No
Peacock Park (Herring St.)	NO SHELTER	No	No
Henry Mitchell (Little Washington area)	NO SHELTER	No	No
Washington Park (Oxley Ave.)	NO SHELTER	No	No
Stoney Creek Park (Stoney Creek Ln.)	NO SHELTER	No	No

GENERAL INFORMATION

1. To check availability of picnic shelters, Park House or Gazebo, call 739-7480.
2. Reservations cannot be made more than one year in advance.
3. All city parks and recreation areas are open to the public from sunrise to 10:00 p.m.
4. We require at least two weeks advance notice to rent a shelter. Rental requests with less than two weeks notice may be approved at the facility specialist's discretion. *(If approved, all fees for rentals with less than two weeks advance notice must be paid in cash and must be paid prior to 2:00pm on the Thursday preceding the reservation)*

Cancellation: All requests to cancel a reservation **must** be made in writing to the attention of the Director. Cancellations received 7 or more days from the reservation date will be refunded less a \$10 processing fee. Cancellations with less than 7 days notice from the reservation date **will not** be refunded.

All reservations are made in 4-hour periods of time with fees as follows:

	<u>FEES</u>
PARK HOUSE	\$70.00
GAZEBO	\$40.00
PICNIC SHELTERS	\$30.00 per shelter

SEATING CAPACITY

Group Shelters (Seat 60-80)
Berkeley, Fairview, Herman, Mina Weil & Quail

Family Shelters (Seat 25)
H.V. Brown & North End