

**GOLDSBORO PARKS AND RECREATION  
FACILITY RENTAL GUIDE**

Effective July 1, 2022

***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.

Rentals can be reserved in person at Herman Park Center or W. A. Foster Center, and select rentals can be reserved online at [www.goldsboroparksandrec.com](http://www.goldsboroparksandrec.com).

**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 Fields - 919-988-6600
  - Herman Park Center - 919-739-7480
  - W.A. Foster Center - 919-734-4164
  - Picnic Shelters, Gazebo, and Park House – 919-739-7480
  - Special Events – 919-739-7449
- Facilities may be rented between the hours of 8:00 am and 8:00 pm.
- Picnic shelters may be rented between the hours of 8:00 am and 8:00 pm.
- 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. We will not hold a date without full-payment and all necessary paperwork has been completed. 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 an indoor facility and a minimum of three business days to rent an outdoor facility. Rental requests with less than the required notice time may be approved at the facility specialist's discretion.
- 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 City of Goldsboro police security for special programs.

## **Rental Fees**

- Forms of payment: We accept cash, check, and credit cards.
- 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 am – 5:00 pm, (except for City holidays). We also can do payments over the phone.

## **Cancellations**

All requests to cancel a facility reservation **must** be made in writing to the attention of the Director. Cancellations received 14 or more days from the reservation date will be refunded less a \$10 processing fee. Cancellations with less than 14 days notice from the reservation date will not be refunded.

## **Event Advertisement**

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 may 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. If the rental takes place on the weekend, the renter is responsible for picking up the key the Friday before the rental and returning the key to the Parks and Recreation Main Office the following Monday after the rental. If it is a weekday, you may pick it up the day of the rental and return it within 24 hours.

## **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. Any and all decorations and/or trash must be removed at the conclusion of the event, and rentals must not go over allotted time, or your damage deposit may not be returned.
- 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 may result in loss of damage deposit, along with additional fees. Decorations must not be nailed or tacked to any tables, walls, ceilings, or any other portions of the buildings or equipment.
- No permanent alterations to the park or facility will be permitted.

## **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 a reduced rate 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 (Federal 501-C Letter) 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.

## **Additional Park Rules Pertaining to Events**

Vehicles will only be in parking areas. The use of vehicles is **NOT** allowed in the park. Park property will **NOT** be moved. Fires are only allowed in grills attended. Ashes may **NOT** be dumped on park property. All animals must be leashed.

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

## **Park Reservations**

<b>Parks</b>	<b>Address</b>	<b>Type of Rentals</b>	<b>Grills</b>	<b>Special Events</b>
Herman Park	900 Park Avenue	3 Shelters, Park House, Gazebo, Tennis Courts, Open Space	Yes	Yes
Berkeley Park	3211 Cashwell Drive	2 Shelters, Athletic Fields/Courts	Yes	Yes
Fairview Park	1905 Edgerton Street	1 Shelter, Athletic Fields	Yes	Yes
H.V. Brown Park	600 H.V. Brown Lane	2 Shelters, Athletic Field	Yes	Yes
Henry C. Mitchell Park	305 Whitfield Drive	Open Space	No	Yes
Mina Weil Park	235 House Street	2 Shelters, Athletic Fields/Courts, Pool	Yes	Yes
North End Park	300 Neil Street	2 Shelters, Athletic Field/Courts	Yes	Yes
Peacock Park	1503 Herring Street	Pool, Open Space	No	Yes
Quail Park	529 Quail Drive	Open Space	No	Yes
Stoney Creek Park	2300 E. Ash Street	1 Shelter	Yes	Yes

***For a full listing of all of our parks and amenities, visit our website at [www.goldsboroparksandrec.com](http://www.goldsboroparksandrec.com)***

**CITY OF GOLDSBORO  
PARKS AND RECREATION DEPARTMENT USER FEES**

Effective July 2022

*Unless otherwise noted, all rentals are in 2 hour increments*

**ATHLETIC FIELD RESERVATION**

	<b><u>FEE</u></b>	<b><u>RESIDENT DISCOUNTED FEE</u></b>
1 Field, 4 Hours, No Lights	\$90.00	\$75.00
1 Field, 4 Hours w/ Lights	\$200.00	\$150.00
1 Field, 1 Day and 1 Night	\$325.00	\$275.00
2 Fields, 2 Days and 2 Nights	\$650.00	\$550.00

**W.A. FOSTER CENTER**

<u>Gymnasium</u>	\$250.00	\$200.00
Sports Camps	\$250.00	\$200.00
Commercial Events (AAU Tournaments, etc.)	\$400.00	\$350.00
<u>Multi-Purpose Room</u>	\$250.00	\$200.00
Half Room	\$125.00	\$100.00
<u>Kitchen</u>	\$75.00	\$60.00

**HERMAN PARK CENTER**

<u>Auditorium</u>	\$175.00	\$150.00
All Commercial Events	\$400.00	\$350.00
<i>(Events for which tickets are sold or admission is charged)</i>		
<u>Meeting Rooms 1 &amp; 2</u>	\$60.00	\$50.00
<u>Kitchen or Patio</u>	\$50.00	\$40.00

**PARKS**

<u>Park House</u> (all rentals are in blocks of 4 hours)	\$100.00	\$80.00
<u>Gazebo</u> (all rentals are in blocks of 4 hours)	\$60.00	\$50.00
<u>Picnic Shelters</u> (all rentals are in blocks of 4 hours)	\$50.00 per shelter	\$40.00 per shelter

**ACTIVITIES/PROGRAMS**

<u>Youth Sport Leagues</u> (per participant, per sport)		
Soccer, Basketball, Baseball/Softball, Flag Football, etc.	\$60.00	\$45.00
<u>Summer Camps</u>		
Full Day Camp at Herman Park Center	\$65.00	
¾ Day Camp at WA Foster Center	\$30.00	
Sports Camps - Freshwater Fishing, Volleyball, Basketball, Baseball/Softball, Golf & Tennis, All Sports	\$45.00	
Beach Fishing	\$55.00	
<u>Fitness Center Membership</u> (calendar year)	\$50.00	
Daily Rate	\$5.00	
<u>Pottery Class</u>	\$60.00	
<u>Sewing Class</u>	\$5.00	
<u>Fitness Classes</u> (Zumba, Aerobics, Line Dancing, etc.)	\$5.00	
<u>Special Events</u>	\$10 - \$100.00	

**SWIMMING POOLS**

Admission for Youth up to age 18	\$1.00
Admission for Adults 19 and over	\$3.00
Seasonal Swim Pass – Youth	\$60.00
Seasonal Swim Pass – Adult	\$125.00
Group Swim Lessons	\$50.00
Individual Swim Lessons	\$70.00
Pool Parties	\$175.00