

# CHAPEL HILL PARKS AND RECREATION DEPARTMENT

## FACILITY RENTAL POLICIES, PROCEDURES AND FEES

### RENTING A FACILITY

To rent a facility, please contact the appropriate Parks and Recreation facility supervisor. 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, Tennis & In-Line Hockey Courts. - Jonathan Ray 919-968-2819, [jray2@townofchapelhill.org](mailto:jray2@townofchapelhill.org)
  - Chapel Hill Community Center – Lizzie Burrill 919-968-2798, [eburrill@townofchapelhill.org](mailto:eburrill@townofchapelhill.org)
  - Gene Stroud Community Rose Garden - Lizzie Burrill 919-968-2798, [eburrill@townofchapelhill.org](mailto:eburrill@townofchapelhill.org)
  - Hargraves Center and Northside Meeting Room and gym – John French 919-968-2965, [jfrench@townofchapelhill.org](mailto:jfrench@townofchapelhill.org)
  - Homestead Aquatics Center – Tanner Deisch 919-968-2789, [tdeisch@townofchapelhill.org](mailto:tdeisch@townofchapelhill.org)
  - James C. Wallace Parking Deck Plaza – Kevin Robinson 919-969-5104, [krobinson@townofchapelhill.org](mailto:krobinson@townofchapelhill.org)
  - Picnic Shelters - Cedar Falls, Hargraves, Homestead, Meadowmont (Rashkis), North Forest Hills, Southern Community & Umstead Parks - Administrative Office 919-968-2784, [parksrec@townofchapelhill.org](mailto:parksrec@townofchapelhill.org)
- Picnic shelter reservation requests may also be made online with at least two-week advance notice. MasterCard, Visa or American Express payment required. Please visit [www.townofchapelhill.org/register](http://www.townofchapelhill.org/register) and click on 'Picnic Shelters' at the bottom right.

To contact a staff member by email, use the Town user email address: [firstname.lastname@townofchapelhill.org](mailto:firstname.lastname@townofchapelhill.org) Example: [bleach@townofchapelhill.org](mailto:bleach@townofchapelhill.org)

Please note that Parks and Recreation Department sponsored and co-sponsored activities and program have priority in scheduling the use of all facilities. Organizations and the public may rent some facilities when not in use by the department. Town facilities may not be used or rented for personal profit or for private lessons.

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. Be sure to include set-up and teardown time in your rental time.

**Rental applications:** 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 supervisor's discretion. (If approved, all fees for rentals with less than two weeks advance notice must be immediately paid with either cash or credit card.) Please include time for set-up and tear-down in your rental request.

For seasonal, high-demand facilities (i.e. athletic playing fields, gyms, A.D. Clark pool, etc.), staff may consider all rental requests and allocate rental time based on the number of requests and the overall time requested. Please allow staff two business days to process your rental request.

Rental forms are available online at [chapelhillparks.org](http://chapelhillparks.org). You may also pick up a rental form at our Administrative Office.

### Athletic playing field rentals will be accepted as follows:

<u>For Field use occurring between the following dates:</u>	<u>Request must be received between:</u>
March 1 – May 31 (Grass fields open Mid-March)	Dec 1 – Dec 20
June 1 – Aug 31 (Grass fields Close Mid-June)	Mar 1 – Mar 20
Sep 1 – Oct 31 (Grass fields Open Sep 1)	June 1 – June 20
Nov 1 – Feb 29 (Grass fields Close Mid-Nov)	Sep 1 – Sep 20

**Facility availability and restrictions:** Parks and Recreation Department sponsored and co-sponsored activities and programs have priority in scheduling the use of all facilities, including during the dates listed below. Therefore, the following dates serve as general guidelines when facilities may be available for rent, but do not guarantee availability.

- Athletic grass playing fields are rented April 1 - November 30.
- Chapel Hill Community Center Gym is rented weekdays before 5:00 pm, except during day camp.
- Northside Gym is rented February 1 - April 30 and August 1 - September 30.
- A Parks and Recreation Monitor must be present at ball fields and gyms.
- All pool rentals require a Parks and Recreation lifeguard to be present.
- Facilities may not be rented from 11:00 p.m. until 6:00 a.m.



**Facility availability and restrictions (continued):**

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.

**Renter Eligibility, Resident Priority, 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.

**Resident Priority:** Registration procedures will be followed that give first priority to residents of Chapel Hill or Orange County.

**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:** All dances will require the renter to provide police security unless the event is co-sponsored by the Parks and Recreation department. The department reserves the right to require police security for other programs at its discretion.

**Rental Fees:** Picnic shelter fees are due at time of rental request. Fees for all other rentals must be paid within two weeks of rental approval, unless other arrangements have been made with the facility supervisor.

**SECURITY DEPOSITS**

A security deposit of \$100 for damages will be collected for all facility rentals, with two exceptions:

- Picnic shelter rentals
- Rentals by non-profit groups of meeting rooms for meetings.
- A security deposit of \$100 will be required to use pig cookers on turf pavers at Southern Community Park.

**Field Lease Agreements:** arrangements may be made with the facility supervisor for hourly rental fees to be paid in two equal payments. If this arrangement is approved, the security deposit of \$100, plus half of the hourly rental fee, will be due within two weeks of reservation approval; the balance will be due halfway through the reservation dates. Late and/or missed payments will result in reservation cancellation.

**Form of payment:** We accept cash, checks, MasterCard and Visa. (Rentals with less than two weeks advance notice must be paid in cash or with a credit card.)

**How to pay:** Mail your fee to our Administrative Office (time permitting):  
200 Plant Road, Chapel Hill, NC 27514  
Visit our office during business hours: Mon.-Fri. 8:30 a.m. -5:00 p.m.  
Make checks Payable To: Town of Chapel Hill

If you rent a facility during a time when it is normally closed, you will be required to pay an additional **\$15.00** fee which will cover the staff costs incurred with opening and staffing the facility beyond its normal hours.

Due to the complexity of scheduling facilities, payments cannot be accepted by the administrative staff without the facility specialist's approval.

**Cancellation:** All requests to cancel a facility reservation must be made in writing at least 7 days in advance of the rental. Cancellation requests received 7 or more days from the reservation date will be refunded less a \$10 processing fee. Cancellation requests with less than 7 days' notice advance notice 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:** The Department reserves the right to cancel practices/games if the fields are too wet, or if it is raining. Cancellations will be noted on the Athletic and Program Hotline 685-8277. Failure to abide by this policy can result in cancellation of your rental agreement.

**Rain Date Credits:** To receive a credit for a rain date, renters will provide the specialist with a written request (email is OK) within seven days of the rain date. Requests made after the seven-day period will not be granted.

**Picnic Shelters:** 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.

**Receiving Your Security Deposit After Your Rental:** At the conclusion of the rental your security deposit will be refunded if the following criteria are met:

- No damages have occurred
- The facility was left in a clean and orderly condition
- No additional time was used for set-up and tear-down

Cash and check refunds will be processed through the Town's Business Management Department. Please allow 2-3 weeks to receive your check. Credit card deposits will be refunded to the same credit card. Please call the Administrative Office at 919-968-2784 to provide your credit card information (we do not keep your card information on file).

**Field Rental Lease Agreement:** if you are renting one of our recreational fields, please read and sign the Field Rental Lease Agreement.

## **RENTER RESPONSIBILITIES**

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

- **The renter must** provide their own water and electricity. The renter must also leave the area, facility or equipment in a clean and orderly condition. All trash must be properly disposed of.
- **Prohibited Items:** Beer, wine, alcoholic beverages, firearms, tobacco products, inflatables, pig cookers (except Southern Community Park) and illegal drugs are NOT allowed within Town parks and facilities. If special permission is granted, alcohol may be allowed at the James C. Wallace Parking Deck Plaza. Contact Amanda Fletcher at 919-968-2878 for details.
- **Decorations:** All forms of decoration must be approved by the Director of Parks and Recreation or his designee prior to placement. Decorations must not be taped, nailed, tacked, or otherwise attached to any tables, walls, ceilings, or any other portions of the buildings or equipment.
- **Liability:** The Town assumes no liability for the renter's use of the equipment or facility. As a condition of use of the equipment or facility, the applicant shall hold the Town harmless from any claim or liability arising out of any activity or conduct of the renter while using the equipment of facility in question.
- **Non-profit Activities:** Town facilities and equipment 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 Town may request a signed financial account of actual expenses and revenues within 7 days after the event.
- **Activities for Profit:** Admission may not be charged for entrance into Town-owned or controlled areas and facilities by private individuals and/or for profit organizations. Special exemptions may be made when the Department enters into a cooperative agreement with an individual or organization. In most cases, the Department will require the co-sponsoring agency to pay to the Town a percentage of gross receipts, normally 20%. If conditions warrant, the Director of Parks & Recreation may alter this amount.

- **Governmental Boards and Agencies:** Facilities are available at no charge to official government boards and agencies for events in the public interest when not otherwise in conflict with this policy.
- **Damages:** Any and all damages to the facilities, equipment, and other Town property, while being used by the renter, will be the responsibility of the renter and payable in full to the Town of Chapel Hill. 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 Town property in previous rentals.
- **Policy of Non-Discrimination:** Town 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 Town of Chapel Hill does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

**ADA Statement:** The Town of Chapel Hill strives to make recreational opportunities available to everyone and is committed to supporting the Americans with Disabilities Act.