

CHAPEL HILL PARKS AND RECREATION DEPARTMENT

USER FEE POLICIES AND PROCEDURES

Effective July 1, 2020

The following document explains the User Fees for the Town of Chapel Hill Parks and Recreation Department. The Town of Chapel Hill will be referred to as the “Town”, the Parks and Recreation Department as the “Department” and the Parks and Recreation Director as the “Director”, unless otherwise noted.

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Please see the User Fee Schedule, or current Program Brochure, or visit WebTrac online for the exact cost of a program, pass or rental. Please contact our office at 968-2784 if you need clarification.



RESIDENT VS NON-RESIDENT STATUS

1. Residents: Residents are defined as persons living in or owning property within the Orange County or Chapel Hill city limits.
2. Priority for Residents: Residents of the Town of Chapel Hill or Orange County will be given first priority for registration over non-Town or non-County residents. For select programs, the Department reserves the right to provide priority registration to residents of the Town over residents of Orange County.
3. Resident Status for Facility Rental Requests by Teams and Organizations: Teams or organizations will receive resident status for facility rental requests if at least 60% of the maximum number of organizational or team members reside within Orange County or the Chapel Hill town limits.
4. Temporary Youth Residents: Visiting family members 17 years of age or younger may apply for consideration to be defined as residents for the purposes of program registration, daily visit, and pass purchases. Visiting family members must be either children, grandchildren, niece, or nephew of the Resident Family. Visiting family members must be temporarily living in the same dwelling unit as the Resident family. Written request by the Resident Family must include the name and address of the resident, name and contact information for the youth's parent, youth's length of stay, and documentation of the Resident Family's address, such as a valid NC driver's license. No Financial Assistance will be considered. Exceptions to the policy may be made on a case-by-case basis by the Director.

RELEASE OF LIABILITY WAIVER

1. All persons who use a staffed facility and or participate in a Town-sponsored program must sign (for users/participants under the age of 18, a parent or guardian must sign) a liability release waiver acknowledging there are inherent risks in participating in recreational programs or in using Town recreational facilities.

ESTABLISHMENT OF FEES

1. General Guidelines for Fees:
 - a. Nearest Dollar: All user fees will be rounded to the nearest dollar.
 - b. Annual Review: The Parks, Recreation and Greenways Commission may make recommendations to staff and the Town Council.
 - c. User Fee Schedule: The user fee schedule will be published annually.
 - d. Suspension of Fees: The Director may suspend fees for special promotional and marketing events.
2. Returned Check Fee: A per check service charge as determined by the Business Management Department, accepted in cash or money order, will be issued for returned checks. Patrons with outstanding balances because of returned checks will be prohibited from registering for and participating in programs. Patrons with three returned checks cannot pay by check for three years from the date of the last returned check.

PROGAMS AND PASSES

ESTABLISHMENT OF FEES FOR PROGRAMS

1. Program Costs and Fees: The costs of programs, excluding aquatic programs, will be determined by totaling direct costs, such as the costs of specialized employees and equipment, and consumable materials and supplies, and dividing the total cost by the minimum number of participants in the program.
 - a. Residents will pay a fee that will cover at least 100% of those costs. Youth program fees (for those 18 and under) will be set to only cover 100% of the direct costs. Adult program fees (for those over 18) will pay 100% of the direct costs plus an assessed 10% administrative charge.

- b. Non-residents will pay the fee of a resident, based on the program, **plus** a 20% non-resident surcharge.
 - c. Non-resident Fees for Athletic Teams: Teams that register for athletic leagues will be charged an additional \$10 per person fee for each team member that does not reside within Orange County or the Chapel Hill town limits
 - d. Contract Instructors set their own fees based on market rate, agreeable to the Parks and Recreation Director or his designee.
 - e. The Town reserves the right to set fees that include indirect costs and/or that are based on market rate.
2. Aquatic program fees: will be set utilizing the program cost and fee model described above and/or market rates.
 3. Street Fair Fee: Booth fees will be based on market rate.
 4. Program Improvement Cost Recovery Fee: If for a specific program, costs of special equipment or facility improvement can be identified, surcharges may be added to the program's user fee to recover these costs over the life of the equipment or improvement.

ESTABLISHMENT OF FEES FOR PASSES

1. Swimming Pool Fee/Pass: Fees and passes will be determined by pool operation costs, personnel costs and other local market rates. We reserve the right to include indirect costs in establishing fees.
2. Family Package Pass: The Family Pass Package may include grandparents, parents (single, married, registered as domestic partners and legal guardians), and their minor children who live in the same household, for up to 4 people.
 - a. Families who qualify for a Family Pass Package may add additional family members who live in the same household, as an Additional Family Member, for an additional fee.
 - b. Family and Additional Family Member Pass Fees are exempt from Financial Assistance discounts.
3. Lost Pass/Fob Fee: There will be a pass charge to replace any lost pass or fob. Pass/fob replacements will require staff to confirm the visit balance prior to reissuing a new pass or fob.
4. Companion Fees: Companions of persons with disabilities, as identified by the ADA Guidelines, shall not be charged when accompanying persons with disabilities in the pool.

PASS EXPIRATION

1. Annual Pass Expiration: Annual passes expired one year from date of issue.
2. 6-Month Pass Expiration: 6-month passes expire 6 months from date of issue.
3. Visit Pass Expiration: All visit passes expire one year from the issue date. Unused visits expire with expiration of the pass.

FINANCIAL ASSISTANCE POLICY

It is the intent of the Town and the Department that no person be prevented from participating in Parks and Recreation programs because of the inability to pay a full fee. A Financial Assistance policy has been established to meet the needs of individuals or families with limited financial resources. The Department will also make accommodations for participants who cannot complete the Financial Assistance Application without assistance.

1. Criteria For Financial Assistance
 - a. *Residence Criteria*: Persons receiving Financial Assistances must reside within the Town limits of Chapel Hill or within Orange County.

- b. *Household Member Criteria: Family members must live in the same household and be related by blood, marriage or operation of law.* Individuals who qualify for Financial Assistance will be required to pay a portion of the total program fee based on their household size and financial resources.
 - c. *Financial Resources Criteria:* Financial resources are defined as the sum, on an annual basis, of all pay, allowances, maintenance/child support, pensions, disability, social security and unemployment benefits, grants, student loans, self-employment, savings, personal funds, stipends and other monies received by the household). This fee will be relative to the Financial Assistance Eligibility (FAE) Scale, which is annually updated and published by the U.S. Department of Housing and Urban Development. Patrons will normally pay 10%, 50%, or 75 % of program fees.
2. Proper Forms: Requests for Financial Assistances must be submitted on a Financial Assistance Application.
 3. Verification: Household financial resources, eligible household members and eligible dependents must be verified through one of the following:
 - a. *The Chapel Hill Department of Public Housing.* The Parks and Recreation Department will contact the Chapel Hill Department of Public Housing to verify the Financial Assistance Application.
 - b. *The Orange County Department of Social Services.* Patrons will provide their OCDSS approval letter or the Parks and Recreation Department will contact the Orange County Department of Social Services to verify the Financial Assistance Application.
 - c. *The School's Social Worker.* The Department requires a letter from the school's social worker on school letterhead, signed and dated by the school social worker, confirming that they have verified the family's household members and financial resources.
 - d. *The patron's previous year's federal tax return, Form 1040 (all income in the income section will be used) and at least two current pay stub(s) within two weeks of registration.* If registering between January 1 and April 15, patrons will receive Provisional Financial Assistance approval to allow for filing the previous year's taxes; all tax documents must be received in the Parks and Recreation Administrative office no later than April 18th.
 - e. *Visiting Scholars – This program is exclusively for the Visiting Scholar and their immediate family members who are included in the Visiting Scholar program. Patrons will provide the visiting scholar and their dependent's Certificate of Eligibility for exchange Visitor (J-1 and J-2 Visa) Status forms, sponsor letters from the U.S. academic institution and their home institution/scholarship organization. All financial resources, including Personal Funds, will be calculated as part of the family's financial resources.*
 - f. *Residential Services Inc. – RSI staff will indicate the individual's maximum annual income and sign the application*
 - g. *Additional documents may be required to confirm verification.*
 4. Lack of Verification/Documentation: If verification documents are not received by the Department's due date, the Financial Assistance request will be denied due to lack of required documentation. Those who choose to re-apply for a Financial Assistance **are not eligible** for the Provisional Financial Assistance.
 5. Provisional Financial Assistance: The Department reserves the right to grant Provisional Financial Assistance while an application is being verified. Any provisional reductions in fees are conditional on an approved

Financial Assistance Application. If verification indicates that Financial Assistance is not applicable, any prior programs or passes for which a reduced fee was charged will be recalculated to the full fee and will require full payment within two weeks.

6. Fee Discounts and Reductions

- a. *Discount on Program Fees*: Patrons are required to pay a portion of the program fee based on the FAE Scale. Once eligibility is verified and a level of payment is determined, patrons normally pay 10%, 50%, or 75% of program fees.
- b. *Minimum \$5.00 Charge Per Program*: Patrons will pay the percentage of the program and/or pool pass for which they qualify, unless the cost is less than \$5.00. In those instances, the participant must pay \$5.00 per program. Please note that online registration, when calculating a 90% discount, may generate a fee less than the minimum \$5. In these instances, the fee will be adjusted to the \$5 minimum.
- c. *Reductions for Extreme Financial Circumstances*: Patrons who have extreme circumstances that affect their ability to pay the percentage of program fees for which they qualify can discuss their situation with the Parks and Recreation Director or his designee; additional documentation may be required.
- d. *Financial Assistances for Co-Sponsored Programs*: Instructional co-sponsors and contract instructors determine their program's eligibility for Financial Assistance. If offered, patrons must first apply and be approved for Financial Assistance through the Department. Discounts, if granted, will follow the Department's established percentages of 10%, 50%, or 75%.

7. Notice of Program Cancellation: Enrollees are expected to cancel from, in accordance with this User Fee Policy, any program which they will not attend. Participants who do not cancel in accordance with this policy and do not attend may lose all or part of their discount and their future ability to receive Financial Assistance may be impacted.

8. Specific Exclusions

- a. *Programs Excluded*: The Director may exclude certain programs with high program costs, such as trips and private classes, from Financial Assistance eligibility.
- b. *Pool Family Passes Excluded*: Financial Assistances shall not be granted for the purchase of Family and Additional Family Member pool passes. The Director may grant exceptions under extraordinary circumstances.

9. Approval by Director: The Director, or a designee, will review each Financial Assistance request and will have final authority to approve or deny the request.

10. Confidentiality: All Financial Assistance applications will be kept confidential and secure to the extent permissible by law.

PRORATING PROGRAM FEES

Program fees are generally not prorated. However, Recreation Supervisors have the discretion, in extreme circumstances, to prorate fees and determine the cut-off whereby participants can no longer join programs. Prorated fees will be calculated on a per-week or per-meeting basis.

PROGRAM REGISTRATION

1. Priority Registration for Residents:

Program Registration: During the first week of program registrations, residents will be given priority.

- a. *Chapel Hill Resident Priority Registration:* the Department reserves the right to establish registration periods that gives Chapel Hill residents priority over other Orange County residents.
- b. Individuals and School Social Workers are limited to registering a maximum of two families per day.

2. Non-Residents Registration: Non-residents may register for programs after the resident-only registration period ends.

3. Registrations Received via the US Postal Service:

- a. *Delivery of Registrations:* The Department only accepts mail-in registrations delivered to our administrative office by the U.S. Postal Service, postmarked on or after the published date listed in the brochure. The Department is not responsible for mail which has been lost or delayed by the post office.
- b. *Order of Processing:* Registrations will be processed based on the date the mail is delivered to our office not the postmark date. All registrations received in one day will be processed by random selection.
- c. *Criteria for Registration to be Processed:* For a registration to be processed the following must be met:
 - i. Envelopes may only contain a maximum of two addresses.
 - ii. All forms are completed and signed, including a release form if necessary.
 - iii. At least the minimum payment for the requested programs is included.

4. First-Come, First-Serve Basis: Registration is on a first-come, first-serve basis, regardless of the method of registration.

PAYMENT OF PROGRAM FEES

1. Payment of Program Fees: Full payment for programs must be made at the time of registration **for all programs except** Afterschool and Summer Day Camp. These programs require a minimum payment, as identified in the registration information, at the time of registration. Cash, checks, MasterCard, Visa and American Express are accepted at all locations.
2. Paying a Program Fee Balance: Patrons who pay the minimum payment at the time of registration must pay all program fees in full by the set due date; or fees must be paid no later than seven days (7) before the program begins, whichever is earlier.
3. Outstanding Balances: Patrons with outstanding program fees will not be permitted to attend the program and will forfeit the right to participate. The Department will then process a refund, minus a \$10 processing fee, for each program registration. Patrons with outstanding balances will also forfeit enrollment into additional programs and will be prohibited from renting facilities and using passes until their balance is paid in full. To offset delinquent debt, the Town will file claims with the NC Department of Revenue which subjects individual income tax refunds and Education Lottery winnings to collection.
4. Volunteer Coaches/Swim Instructors Exceptions: Children of current volunteer Parks and Recreation coaches and swim instructors will be allowed to participate in the sport/program that their parent coaches or instructs without charge. There is a limit of 2 free of charge participants per season.

PROGRAM CANCELLATIONS AND REFUNDS

1. Cancelled or Adjusted Programs: The Department will make a full credit for all programs the Department cancels or adjusts the time, date or place such that the date, time, or place no longer works for the patron. Patrons may request a full refund by contacting the administrative office.
2. Full Programs: If a person registers by mail and his/her preferred first and second choices are full, the Department will issue a credit for future use. Patrons may request a full refund by contacting the administrative office.
3. Passes are Nonrefundable: All passes are nonrefundable. In extenuating circumstances, a refund may be considered.
4. Customer Program Satisfaction/Cancellation: Participants in classes and ongoing programs will be given a refund or credit of their registration fees, less a \$10.00 processing fee **per class** if the participant is not completely satisfied with the program **AND** has requested a refund, in writing, according to the guidelines below:
 - a. For *normally scheduled programs*, the request occurs 7 days prior to the first meeting.
 - b. For *Athletic Leagues*, the request occurs before the skill evaluation or coaches'/captains' meeting, whichever comes first.
 - c. For *camps*, the request is submitted at least 14 days prior to the first day of the program.
 - d. For *overnight bus trips*, the request occurs at least 30 days prior to the trip.
 - e. For personalized swim lessons, the request occurs at least two business days prior to the scheduled lesson.

No credit or refund will be given if the participant fails to notify the Department, in writing, within the time constraints designated above.

5. Refund Credit: Credits will remain in effect until June 30th or December 31st. At that time, a refund will be issued in place of the credit. Refunds less than \$5 will be held in the patron's account as a credit for one year; if not used within one year, the credit will be donated to the Town.
6. Processing Refunds:
 - *Credit Card Refunds*: Fees that were originally paid with a credit card will be refunded to that credit card.
 - *Check or Cash Refunds*: Fees that were originally paid with a check or cash will be issued by a Town check. Refund checks will not be issued until the original check has cleared; please allow at least 3 weeks from the original check date.

RENTAL OF EQUIPMENT AND FACILITIES

OVERVIEW OF RENTERS

1. Priority of Use: Department sponsored and co-sponsored activities and programs will have priority for the use of all Department facilities at all times.
2. Equal Opportunity and Access: Town facilities are available on a non-discriminatory basis. All renters must ensure that activities appropriately accommodate all individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affectional preference or marital status.
3. Resident vs. Non-resident: All rental fees will be determined by resident status, unless otherwise noted in this policy.
4. User Types and Specific Exceptions: The entities below may rent some of the Department's areas and facilities, when not in use for Department sponsored and co-sponsored activities.

a. *Individuals and For-Profit Organizations*

Individuals (Citizens, families and other unaffiliated groups) and For-Profit Organizations (Businesses and other commercial organizations that are organized primarily for profit).

The Director, or designee, may grant reductions or exemptions from fees for individuals who desire to reserve a MEETING ROOM for a meeting or an event that is non-commercial in nature, open to the public and beneficial to the Chapel Hill community.

b. *Non-Profit Organizations*

Non-Profit Organization: For the purpose of this policy Non-profit Organizations will be defined as Chapel Hill or Orange County based organizations with 501(c) 3 status. (Nonprofit Organizations that do not directly benefit the Chapel Hill community will be charged the full rate.)

Non-profits that use a FACILITY (i.e. Hargraves Auditorium, gym space, fields, etc.) for a program that directly benefits the Chapel Hill community may only be charged 50% of the usual rental fee for one-time events and programs.

Non-profits that use a MEETING ROOM for a program that is non-commercial, open to the public and beneficial to the Chapel Hill community may have the rental fee waived.

c. *Government Boards and Agencies*

Official government boards and agencies may use facilities at no charge for events held in the public interest, when available and not otherwise in conflict with this policy. When holding a meeting, government entities are required by law to make meetings open to the public.

d. *The Chapel Hill-Carrboro School System*

The Chapel Hill-Carrboro School System and the Town's Mutual Cooperation Agreement guides the joint use of areas and facilities.

- i. No charges are assessed by either party for use of outdoor areas, fields or courts.
- ii. Fees for the use of other School and Town facilities by the other party will be reviewed annually and adjusted accordingly to the utility, custodial and incidental costs incurred.
- iii. Generally the charges for school use of Department facilities will be 50% of the established rental fee for that facility.
- iv. A "Mutually Acceptable Employee" will assume responsibility for the activity and facility. This policy may be amended based on the re-negotiated lease agreement, which is currently pending.

5. Events that Benefit the General Community: The Director, or a designee, has the discretion to determine if an event, meeting or activity benefits the general community.
6. Age Restrictions of Users: Reservation agreements must be signed by persons 21 years or older who are duly authorized to act as the applicant. When the activity is primarily for persons under 21, the person signing the agreement is responsible for having one adult chaperon for each group of 10 individuals who are in attendance and under 21.

APPLICATIONS FOR RENTAL

1. Rental applications will be accepted up to 6 months in advance and are requested a minimum of 2 weeks in advance. The only exception is with athletic and playing fields; applications for these facilities will be accepted according to the following schedule:
 - Applications will be distributed in December, for rentals occurring from January 1 to May 31
 - Applications will be distributed in May, for rentals occurring from June 1 to December 31.
2. Facility rental applications must include the requested date(s) and the entirety of use (i.e. include time for warm-ups, set-up, and clean-up). All fees (deposit and hourly fee) for rentals must be paid in full at the time of reservation. If this

is less than two weeks prior to the rental, payment must be made via cash or by credit card.

3. **Special Event Application and Permitting:** public events with anticipated attendance of 300 or more and/or events that might be deemed to have substantial impact to facilities and personnel (as determined by the P&R Director or designee), require completion of a Special Event Application and related Permits. Examples include but are not limited to road races, special markets, events that use large tents, stages or generators, events on the Wallace Parking Deck, etc. The application form and fee must be received a minimum of 90 days in advance of the event for consideration for approval.

ESTABLISHMENT OF FEES AND CHARGES

1. **Security Deposit:** Unless waived by the Director for an extraordinary circumstance, a \$100 security deposit for damages will be collected **for all indoor facility rentals**, except pool rentals. If at the conclusion of the rental, no damages have occurred, the facility is left clean and orderly and if no additional time was used, the security deposit will be refunded to the renter.
2. **Rental Fees:** Area and facility rental rates will be computed by adding the personnel and hourly operating costs for that facility. Fees for residents will be set to cover 100% of direct costs. Non-residents will pay 100% of the direct costs **in addition to** a minimum of a 20% surcharge. All fees must be paid in full in order to reserve a facility. No facility will be held without full fee payment (except season long athletic field rentals). A few additions or exceptions to the standard fee are:
 - **Non-Normal Operating Hours:** If a facility is rented during a time when the facility is normally closed, a per hour staff member fee will be charged, in addition to the rental and damage deposit fees.
 - **Field Preparation Fee:** Upon request, the Department may prepare a field for play. A flat per field, per prep fee will be charged.
3. **Long-term rentals for athletic fields (lease agreements):** Arrangements for long-term rentals may be made with the Facility Supervisor in which hourly rental fees may be paid on a monthly basis. Invoices will be sent at the beginning of the month for the prior month's field use. Failure to pay these invoices by the due date may result in the cancellation of future rentals.
4. **Inclement Weather Date Credits for Athletic Playing Field Rentals:** Fees for fields cancelled by the Department due to poor field conditions and/or inclement weather will automatically be credited to the user's account. In the event user's cancel on their own due to last minute inclement weather, in order to receive a credit, the renter must provide the Athletic Supervisor with a **written request within two business days** of the date. Requests made after the two business day period will not be granted. Artificial turf fields are excluded from credits for rain, however, credits for other inclement weather will be considered.

FACILITY DATE CHANGE REQUESTS, CANCELLATIONS AND REFUNDS

1. **General Cancellations:** All requests to cancel a facility reservation must be made **in writing at least seven days before the reservation date**. All facility reservation cancellations that follow this policy will be refunded, less a \$10 processing fee per date and/or facility cancelled. Cancellations with less than seven days' notice in advance of the reservation date will **NOT** be refunded.
2. **Picnic Shelter Date Change Requests:** Requests to change a picnic shelter reservation date must be made in writing at least 7 days in advance. One date change request will be honored. Date change requests made with less than 7 days advance notice will be considered a cancellation.
3. **Department Cancellations Due to Severe Inclement Weather:** In the event of severe inclement weather the Department may cancel a reservation because of potential harm to the user or facility. Cancellations will be noted on the Athletic and Program Hotline. Failure to abide by this policy can result in the cancellation of future rentals.
4. The department reserves the right to cancel any reservation or to change the date and or time of a reservation.

RESERVATION RESTRICTIONS

1. General Restrictions of Use:

- a. Admission: Admission may not be charged for entrance into Town-owned or controlled areas and facilities by private individuals and/or for-profit organizations, for personal profit. If the Department and other entity enter into a cooperative agreement, a special exemption is made in which the Department will most likely require the co-sponsoring agency to pay the Town a percentage of gross receipts. The agency normally pays 20% of gross receipts, but the Director may alter this amount.
- b. Non-profit Fundraising: If approved by the Department, facilities and equipment may be used for fundraising activities. The organization may be required to prove that they are a non-profit, show that all proceeds benefit the non-profit and provide a signed financial account of actual expenses and revenues within 7 days of the event. Food may be sold with the appropriate Orange County Health Department Permit.
- c. For-profit Activities Prohibited: Department facilities and Town property cannot be used for for-profit activities without prior written approval. Examples of prohibited unapproved activities include, but are not limited to, tennis lessons, boot camp, swim lessons, etc.
- d. Rentals are space-specific: Only the designated, specific part of the facility rented, and listed on the rental receipt, may be used. Renters cannot use other parts of the facility which are not rented/listed on their receipt. For example, if you rent the Community Center meeting room, you cannot also use the gym in that facility.
- e. Hours: Facility rentals are available during normal operating hours. Exceptions to this restriction may be made by the Director, or designee and require additional fees.
- f. The Department reserves the right not to rent Athletic Playing fields if fields are in poor condition because of overuse.

2. Date and Time Restrictions: The Department shall restrict rentals of some facilities during certain periods of the year as described below.

- a. Natural Turf Athletic Playing Fields are closed from December 1 to approximately March 31. Fields will reopen as early as weather permits in the spring, but generally not before mid-late March.
- b. Facilities that are suitable for evening use may not be rented from 11:00 pm to 6:00 am. The Facility Supervisor may extend the usable time to midnight; but no rentals shall be permitted from midnight to 6:00 am without the permission of the Director.
- c. The Director may also grant other exceptions to these rental restrictions under extraordinary circumstances.

3. Seasonal Restrictions

- a. High-Demand, Seasonal Facilities: For seasonal, high-demand facilities, the Department staff may consider all rental requests and allocate rental time based on the number of requests and the overall time requested. Department programs will have priority.
- b. Swimming Pool Peak and Off-Peak hours. The Facility Supervisor has authority to negotiate lease terms and rates with groups for swim meets and long-term lease agreements of lanes and/or pool space.

4. Prohibited Activities and Items:

- a. *Beer, wine, alcoholic beverages, firearms, smoking or illegal drugs* are not allowed within Town parks and facilities. The Town Manager, or designee, may approve applications for specific events serving alcohol on the James Wallace Parking Deck.

- b. *Inflatable Amusements* are only allowed in parks by organizations which have completed the Special Event Permit requirements, and have permission from the Director, or designee.
- c. *Amplification* is not allowed in parks except with permission from the Director, or designee.
- d. *Remote Controlled Airplanes, Unmanned Aircraft Systems (Drones), Helicopters and Model Rockets* are not allowed in our parks, except with permission of the Director.
- e. Portable charcoal grills and Sterno stoves are prohibited. Some exceptions apply at Southern Community Park, ask staff for details.
- f. Portable, inflatable and/or kiddie pools are prohibited.

GUIDELINES FOR USING FACILITIES

In addition to leaving the area, facility and/or equipment in a clean and orderly condition, the renter must obey the following guidelines:

1. 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 may result in a cancellation of the rental.
2. Decorations: All decorations must be approved by Department staff prior to placement. Decorations must not be taped, nailed, tacked or otherwise attached to any tables, walls, ceilings or other portions of buildings or equipment.
3. Supplies: The Department does not provide tables and chairs for outdoor use. The user may bring additional chairs, screens, blackboards, etc. but must remove them immediately after the meeting or activity.
4. Police Security: The Department reserves the right to require police security for programs, activities and events.

DAMAGES AND LIABILITIES

1. Damage to Facilities: Any and all damages to the areas, facilities or equipment while being used by the renter will be the responsibility of the renter or organizational representative and payable in full to the Town of Chapel Hill. Payment will include the costs of all labor, materials and supplies to repair and/or replace the damaged items. The Department can use the renter's security deposit to make the repairs or replacements.
2. Liability: The Town assumes no liability for the renter's 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 while using the equipment or facility in question.

DETAILS ON FACILITIES

1. Athletic Playing Fields: The Athletic Playing Fields may be rented for a minimum 1-hour period. The Department may require:
 - a. A Field Supervisor, or designee approved by the Department, be present at all times.
 - b. A representative from each league/renter must have a cell phone at the field at all times.
2. Auditorium: The Hargraves Auditorium may be rented for a minimum 3-hour period.
3. Basketball Court, Outdoor: May be rented for a minimum of 1-hour period.
4. Bocce Ball Courts: The key to the Chapel Hill Community Center Bocce Ball Courts equipment box should be picked up by a group representative and returned immediately at the end of the rental.
5. Climbing Wall: The Chapel Hill Community Center Climbing Wall may be rented when the gym schedule permits. When renting the Climbing Wall a per-hour/per-staff person fee will be charged, in addition to the standard gym rental and damage deposit fees.

6. Gymnasiums: Renters must agree to only wear Department approved athletic footwear and a Parks and Recreation Supervisor must be present at the gym.
7. Hockey Rink: The Southern Community Park Hockey Rink may be rented for a minimum 1-hour period.
8. Meeting Rooms: Meeting rooms at the Community, Hargraves and Homestead Aquatic Center may be rented. Meeting rooms are not intended to fulfill the long-term needs of groups such as religious, labor or political organizations, or to fulfill State primary or secondary education requirements. The Director may grant special short-term exceptions in unusual circumstances.
9. James Wallace Parking Deck Plaza: The plaza may be reserved for special events that are open to the general public. A Special Event Application and Permits must be completed and submitted at least 90 days in advance of the event. Please see specific procedures under Applications for Rental, Special Event Applications and Permitting.
10. Pickleball Court, Outdoor: May be rented for a minimum of 1-hour period.
11. Picnic Shelter Rentals: The picnic shelters at Cedar Falls, Hargraves, Homestead, Meadowmont, North Forest Hills, Southern Community and Umstead Parks may be rented in 4-hour blocks of time. A maximum of 8 hours may be reserved. Reservations of more than 8 hours may be made with special permission of the Director. The reservation fee is due at the time of the reservation or upon picnic shelter permit approval. If a pig cooker is used at Southern Community Park's large shelter, an additional \$100 deposit is required. Picnic shelters are rented 'rain or shine'; refunds will not be granted due to weather.
12. Swimming Pools:
 - a. Pool space, including at A.D. Clark, Community Center, Homestead LAP and Homestead PROGRAM pools, may be rented. The Department will provide lifeguards. Pool rules and policies must be observed.
 - b. Groups of 10 or more must make prior reservations in order to use pool space at all Town Aquatic Facilities. Requests must be received at least 2 business days in advance, and are dependent upon staff and space availability. Pool rules and policies must be observed.
13. Rose Garden: The Gene Strowd Community Rose Garden may be reserved for up to an 8-hour period; reservations beyond 8 hours may be made with the Director's approval. No rental fee is required, but the \$100 security deposit is required. Some chairs may be available for an additional fee.
14. Tennis Courts: The tennis courts may be rented by those wishing match, practice time or tournament play. Co-sponsored use of the courts may be approved for reduced or waived fees with approval of the Director, or designee.

MUNICIPAL CEMETERY FEES

The Town owns and operates two cemeteries, which are available to residents and non-residents. The cemetery fee entitles the purchaser to perpetual burial rights for the specific cemetery space(s) as identified in the Town's cemetery records and surveys. Cemetery fees are reviewed regularly to maintain parity and to account for typical charges by other similar facilities in our region of North Carolina.

DEVELOPMENT FEES: PAYMENT IN LIEU

1. Payment in Lieu of Improved Recreation Space: As allowed in Section 5.5.2(h) of the Land Use Management Ordinance, developers providing payments in lieu of Improved Recreation Space on new multifamily dwellings or planned developments, with the consent of the Town Council, shall pay \$12 per square foot for all required recreation space not provided within the development.
2. Payment in Lieu of Recreation Area: As allowed in Section 5.5.2(d) of the Land Use Management Ordinance, developers providing payments in lieu of Recreation Area on new subdivisions, with the consent of the Town Council, shall pay based on the following formula: Square Foot Value of the Property x Number of Square Feet Required for Recreation Area x Multiplier of 1.55 = Payment in Lieu of Recreation Area.