



Iredell County Parks & Recreation

Facility Reservation Application

Applicant Information			
Contact Name		Email	
Address (Street, City, State, Zip)			
Phone #1		Group Name	
Phone #2		# of Attendees	
Detail Purpose of Use (Sports Event, Family Gathering, Etc)		Date(s) Requested	

Facility Information						
Facility	<input checked="" type="checkbox"/>	Area (Circle/List Specifics)	Fee	Time Requested	Total Hours	Amount Due
Stumpy Creek Park	<input type="checkbox"/>	Picnic Shelter (PS1, PS2, PS3, PS4)	\$15/hr, \$100/day			
	<input type="checkbox"/>	Concession Area (PS1:Upper, PS2:Lower)	\$45/day & \$50 dep*			
	<input type="checkbox"/>	Baseball Field, Graham (B1)	\$15/hr, \$100/day			
	<input type="checkbox"/>	Baseball Field, Howard (B2)- No Light Use	\$15/hr, \$100/day			
	<input type="checkbox"/>	Baseball Field, Howard (B2)- With Lights	\$35/hr, \$150/day			
	<input type="checkbox"/>	Baseball Field, Ebert (B3)	\$15/hr, \$100/day			
	<input type="checkbox"/>	Soccer Field, SISA (S1)	\$15/hr, \$100/day			
	<input type="checkbox"/>	Soccer Field, Lowes (S2)- No Light Use	\$15/hr, \$100/day			
	<input type="checkbox"/>	Soccer Field, Lowes (S2)- With Lights	\$35/hr, \$150/day			
	<input type="checkbox"/>	Soccer Field, Taylor (S3)	\$15/hr, \$100/day			
Scotts Rosenwald Park	<input type="checkbox"/>	Picnic Area	\$15/hr, \$100/day			
	<input type="checkbox"/>	Concession Area	\$45/day & \$50 dep*			
	<input type="checkbox"/>	Multi-Purpose Field	\$15/hr, \$100/day			
	<input type="checkbox"/>	Community Building	\$25/hr, \$150/day & \$100 deposit*			
Jennings Park	<input type="checkbox"/>	Baseball Field- No Lights (FIELD # _____)	\$15/hr, \$100/day			
	<input type="checkbox"/>	Baseball Field- With Lights (FIELD # _____)	\$35/hr, \$150/day			
Additional Charges	<input type="checkbox"/>	Line/Paint a Field (Pre-marked)	\$25/field			

* Deposits: Deposits are eligible for refunds post-event, IF clean-up procedures have been followed and no damage is reported upon post-event inspection. Food is not to be sold on county property without prior Vendor approval or Concession MOU, and/or proper permits or inspections.

Notes:

I, authorized agent for group, assume full responsibility for any damages to County equipment and/or property that occur as a result of the requested use. Furthermore, I understand that Iredell County and its staff will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named group and our property during our requested use of the facility. I have read and understand the provided rules and regulations governing the use of the facility; our group will comply with the regulations, policies, and fee schedule for this facility.

Signed _____ Date _____

OFFICE USE		
Deposit Amount(s):	Date Form Received:	Post-Event: Clean? YES / NO Damage? YES / NO
Rental Amount(s):	Request Approved: YES / NO	Date Inspected/Inspected By:
Total Fees Due:	Date Approved:	Deposit To Be Refunded? YES/NO
Date Fees Paid:	Approved By:	Date Deposit Refund Submitted:



Iredell County Parks & Recreation

Facility Reservation Rules & Regulations

Keep a copy of these rules, and the approved application, with you during your reservation.

1. Normal hours of park operation are from 9:00am until dark. Usage outside of these times must have prior approval from ICPRD.
2. A "Facility Reservation Application" must be completed and presented to the Iredell County Parks & Recreation Department **2 weeks prior to the requested date(s) of use**. Date(s)/time(s) requested should include preparation/set-up and clean-up time. *For Special Events, the "Facility Reservation Application: Special Events" form is required 6 weeks prior to requested date(s).*
3. ICPRD will determine if a request will require the basic facility use application, or if it will be considered a special event. *Special Events may be subject to additional deposits and/or fees, insurance, permits, etc.*
4. Concession areas and/or community buildings: Security deposits are required. Deposits may be refunded following the event, provided that clean-up procedures have been followed and no damage is reported upon post-event inspection. Rental fees (hourly/daily) are not refundable. All fees and deposits are due in full with application. Food is not to be sold on the property without prior Vendor approval or Concession MOU, and/or proper permits/inspections. *All "Special Events" will require a deposit. Deposit amounts and rental rates can vary based on event specifics.*
5. All waste and garbage shall be disposed of in receptacles designated for this purpose. Applicant/group is responsible for leaving the area clean and trash disposed of in proper location (subject to inspection).
6. The applicant/group to which this permit has been issued shall be liable for any damages, loss, or injury sustained.
7. The applicant/group shall not operate, stop, or park any motor vehicle except on park roads, parking areas, or other areas so designated for such use. DO NOT drive onto fields with any type of motorized vehicle. This will be grounds for permit revocation.
8. Excessively loud or prolonged noise/music, as determined by ICPRD staff or law enforcement, is prohibited.
9. Alcohol is not allowed on premises without prior Board approval and Required Permit. Additional security will be required for events with alcohol (to be provided and paid for by applicant/group).
10. Usage for athletic/sports events need to request, and adhere to, the ICPRD Concussion Guidelines, Participant Agreement, and associated information. It is the responsibility of the applicant/group to inform ICPRD of the usage and request the guidelines.
11. Public or commercial events (festivals, sporting events, tournaments, etc) are required to have Event Liability Insurance in the amount of \$1,000,000, with Iredell County named as an additional insured for the date(s) of the event. Liability Insurance information must be presented with the "Facility Reservation Application: Special Events" form.
12. Iredell County has the authority to waive fees for county-sponsored events, or provide customized rates for non-profit groups or community-based events. Verification of group/event status may be required.
13. A copy of the APPROVED reservation application must be in the possession of the group while using the facility. If another group/person is using the reserved facility/area during your scheduled time, present this form and politely ask them to leave. If they refuse, please contact the Iredell County Sheriff's Department and ask for assistance to resolve the issue.
14. An ICPRD representative shall have the authority to revoke the permit upon finding a violation of department rules, regulations, or County Ordinance. If the permit is revoked, there will be NO REFUND of any money paid.

Important Numbers:

Iredell County Facility Services (Maintenance), On-Call: 704-902-2284

Iredell County Sheriff's Department: 704-878-3180

EMERGENCY: 911