



# Creedmoor Parks & Recreation

www.cityofcreedmoor.org/Recreation

recreation@cityofcreedmoor.org

(919) 764-1020

## LAKE ROGERS SHELTER RENTAL AGREEMENT FORM

Lake Rogers Park operating hours are daily from dawn to dusk. Shelters may be reserved for private use from 8 am - 2pm, 2pm - Close, or 8am – Close; rental period includes set-up and clean-up time. Reservations may be completed online at <https://creedmoor.recdesk.com/> or by completing this Rental Form and submitting it in person at the Creedmoor Community Center or by email to [recreation@cityofcreedmoor.org](mailto:recreation@cityofcreedmoor.org).

### SECTION I: RENTER/RESPONSIBLE PARTY CONTACT INFORMATION

Name of Renter \_\_\_\_\_

Street Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please check all applicable boxes below to describe your rental eligibility (see \* footnote below):

- City Resident    Non-Resident    City Employee

Organization Name (if applicable) \_\_\_\_\_

Street Address \_\_\_\_\_

Website \_\_\_\_\_

### SECTION II: RENTAL INFORMATION

Date Requested \_\_\_\_\_ Time Requested:  Half-day (8am–2pm)    Half-day (2pm–Close\*)    All day (8am–Close\*)

Purpose of Rental \_\_\_\_\_ Estimated # of Guests \_\_\_\_\_

Rental period includes set-up and clean-up. Shelter must be cleaned and fully vacated before end of rental period.

\*Park closes 30 minutes after sunset.

### SECTION III: RENTAL FEES

SELECT ONE	CITY RESIDENT*	NON-RESIDENT	TOTAL AMOUNT DUE
<input type="checkbox"/> <b>Large Shelter (#1) (FRI-SUN &amp; HOLIDAYS)</b> <i>(6) 6-foot tables, Electric Connection, ADA Accessible, Max. Occupancy 50</i>	<input type="checkbox"/> \$57/HALF-DAY <input type="checkbox"/> \$100/ALL DAY	<input type="checkbox"/> \$75/HALF-DAY <input type="checkbox"/> \$130/ALL DAY	
<input type="checkbox"/> <b>Large Shelter (#1) (MON-THUR &amp; NOV-FEB)</b> <i>(6) 6-foot tables, Electric Connection, ADA Accessible, Max. Occupancy 50</i>	<input type="checkbox"/> \$40/HALF-DAY <input type="checkbox"/> \$70/ALL DAY	<input type="checkbox"/> \$53/HALF-DAY <input type="checkbox"/> \$91/ALL DAY	
<input type="checkbox"/> <b>Small Shelter (#2)</b> <i>(1) 12-foot table, ADA Accessible, Max. Occupancy 16</i>	<input type="checkbox"/> \$22/HALF-DAY <input type="checkbox"/> \$38/ALL DAY	<input type="checkbox"/> \$30/HALF-DAY <input type="checkbox"/> \$52/ALL DAY	
<input type="checkbox"/> <b>Small Shelter (#3)</b> <i>(2) 6-foot tables, Electric Connection, Max. Occupancy 16</i>	<input type="checkbox"/> \$22/HALF-DAY <input type="checkbox"/> \$38/ALL DAY	<input type="checkbox"/> \$30/HALF-DAY <input type="checkbox"/> \$52/ALL DAY	
<input type="checkbox"/> <b>Small Shelter (#4)</b> <i>(1) 6-foot table, Maximum Occupancy 8</i>	<input type="checkbox"/> \$22/HALF-DAY <input type="checkbox"/> \$38/ALL DAY	<input type="checkbox"/> \$30/HALF-DAY <input type="checkbox"/> \$52/ALL DAY	

A government issued photo ID must accompany this rental form and must be presented if requested by staff. \*Proof of eligibility required for City resident rates. A free RecDesk account is required for online reservations.

**SECTION IV: ACKNOWLEDGEMENT OF FACILITY USAGE RULES & REGULATIONS**

Initial each statement below as acknowledgement that you have read, understand, and agree to abide by the terms of rental.

1. \_\_\_\_\_ Renter must be at least 21 years of age. The person whose name appears on the rental form is considered the "Responsible Party" for the rental and will be held liable for any damage or loss that occurs during the rental period. Government issued photo ID must be submitted with rental application.  
**Damages will be billed directly to renter and must be paid within 30 calendar days to avoid legal action.**
2. \_\_\_\_\_ Reservations are not confirmed until the signed Rental Form is on file and all rental fees are received.  
**Fees are non-refundable.**
3. \_\_\_\_\_ One (1) change to the reservation date with at least seven (7) calendar days' notice is permitted.
4. \_\_\_\_\_ Reservations can be made up to six (6) months in advance on a first-come, first-served basis.
5. \_\_\_\_\_ During the rental, renter is responsible for supervising all activities and shall not assign nor sublease the facility. Renter is responsible for ensuring that attendees abide by the rental rules.
6. \_\_\_\_\_ Rental fees are 8am-2pm, 2pm-Close, or all day as stated. Rental fees are not pro-rated for a shorted use period.
7. \_\_\_\_\_ No firearms, fireworks, glass containers, or alcoholic beverages permitted.
8. \_\_\_\_\_ Users are required to place all trash (including decorations, balloons, etc.) into the provided trash receptacles.
9. \_\_\_\_\_ Users may not attach decorations, signs, etc. to any part of any structure with any object by any means of insertion such as nails, staples, etc.
10. \_\_\_\_\_ Users are reminded not to feed the geese or ducks at the park. This practice leads to their reliance on human food and abandonment of their natural nutrition sources and encourages them to remain in the park to dispose of their waste which can spread disease.
11. \_\_\_\_\_ The City of Creedmoor assumes no responsibility for stolen items or for damage to vehicles in the parking lot.
12. \_\_\_\_\_ Music that is amplified and disturbs others is not permitted (see City of Creedmoor Code of Ordinances, Title IX, General Regulations, Article 96: Health & Sanitation Nuisances).
13. \_\_\_\_\_ All shelters have charcoal grills. Users may bring additional charcoal grills to the shelter area. Additional grills **must** be placed at least 10' from any structure including shelters, concession stand, dock and bathrooms.
14. \_\_\_\_\_ Small equipment is allowed (e.g. corn hole, horseshoes, etc.).
15. \_\_\_\_\_ Large equipment is **NOT** allowed (e.g. volleyball nets, bounce houses, etc.).

**SECTION VI: WAIVER AND ACKNOWLEDGEMENT**

*I, the undersigned, for myself and any person associated with this event/activity, do hereby release, hold harmless and agree to indemnify the City of Creedmoor, its agents and employees, from any and all liability caused by negligence or other culpable conduct on the part of me or any member of my group or employees, independent contractors, or any other party involved in the event during my use of the Lake Rogers Shelters and ensure that I will faithfully comply with the terms of this application and the City of Creedmoor's Lake Rogers Rules & Regulations. I also understand that I am responsible for any damages to the facility both inside and out and may be required to provide additional insurance.*

**My signature below denotes that I have read, understand, and agree to the above statement of waiver.**

\_\_\_\_\_ Responsible Party Printed Name/Signature

\_\_\_\_\_ Date

**Staff Use Only**

Total Fee Paid \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

City Resident     Non-Resident     City Employee

Type of Eligibility Document Provided \_\_\_\_\_

\_\_\_\_\_ Printed Name and Signature of Staff Approving Rental

\_\_\_\_\_ Date