



# TARBORO PARKS & RECREATION APPLICATION FOR RESERVATION OF RECREATION CENTER ROOM (S)

Today's Date: \_\_\_\_\_

Name of Organization, Agency or Family \_\_\_\_\_

What will the room (s) be used for? (i.e. meeting) \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_

Day(s) of Week \_\_\_\_\_ Set-Up Time \_\_\_\_\_ Tear-Down Time \_\_\_\_\_

Name of Room (s) \_\_\_\_\_ Number of People Expected \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Center reservations are during normal operational hours. If hours for set-up or tear-down are needed and are requested during non-operational hours, a \$20 per hour attendant fee must be paid in advance. **ONLY** one (1) additional hour will be allowed for tear-down after normal operational hours. Failure to follow the rules and reservation procedures may cause the event to be cancelled and lose of all fees.

**RESERVATION FEES: MUST BE PAID IN ADVANCE**

<b>Front Room</b>	<b>Town Resident -\$75</b>	<b>Non-Resident- n/a</b>
<b>Back Room</b>	<b>Town Resident -\$50</b>	<b>Non-Resident- n/a</b>

<b>Clean-Up</b>	<b>\$50 (Refundable)</b>	Area will be inspected by staff at the conclusion of the event. This area must be clean and free from damage to be eligible for refund of clean-up fee.
-----------------	--------------------------	---

Person (user) completing the application is **REQUIRED** to live inside the town limits to be eligible to reserve room (s) and is **REQUIRED** to be at the event from start to finish. The user is liable for all damages occurring during usage and responsible for all clean-up. Alcoholic beverages, drugs, and smoking are prohibited in the building and on the grounds.

I (we) have read and understand the rules and requirements for the use of this facility, and certify that information stated herein is true and complete and that I (we) will compensate the Town of Tarboro for all damages incurred to the property/facility and any other costs incurred by the Town as a result of my use. Furthermore, I (we) acknowledge that in consideration of this reservation, I (we) assume all risks of injury to myself and others and I (we) agree to hold harmless and indemnify the Town of Tarboro from any and all loss and damage incurred as a result of activities of the property/facility, excepting only those injuries caused by negligence on the part of the Town.

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

**OFFICE USE ONLY:** Reservation Fee \_\_\_\_\_ Clean-Up Deposit \_\_\_\_\_

Receipt Number \_\_\_\_\_ Date Paid \_\_\_\_\_ Rec. by \_\_\_\_\_

**Renter Cleaned Up :** YES \_\_\_\_\_ NO \_\_\_\_\_

Staffing Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Note:** If User is not eligible for Clean-Up Deposit Return- this form needs to be reviewed by Director of Parks and Recreation Department.



## TARBORO PARKS & RECREATION RULES AND RESERVATION PROCEDURE FOR RECREATION CENTER ROOM(S) RENTAL

**Completed Applications for reservations and full payment is REQUIRED within (5) five days of event.**

### 1.) Center Rules:

- Alcoholic beverages, drugs and smoking are prohibited.
- Reserving group is responsible for clean-up after use.
- Park vehicles in designated areas only.
- Nailing up decorations is prohibited. Stapling or tacking up decorations is permitted on wood strip ONLY. Using tape to hang decorations is NOT permitted on walls, windows, door frames, or ceilings.
- Reservation is valid ONLY for the locations and times indicated on form.
- Fitness room requires monthly membership fee.

### 2.) Special Event Applications must be submitted in addition to completion of a recreation center reservation form for the following requests. These forms are obtained from the Administrative offices of Tarboro Parks and Recreation Department.

- Reserved use of Town owned grounds (weddings, reunions, walks/races, festivals, etc.).
- From which money is raised in any manner.
- Which includes outside vendors.
- At which amplification of sound is used.
- Which require special equipment such as tents, games, rides, blow up bouncers and other items, etc.

### 3.) Full refunds not allowed for cancellations less than 7 days prior to the reserved date.

### 4.) Reservation information:

Person (user) completing the application must live inside the town limits to reserve meeting room and must be at the event from start to finish. The user is liable for all the damages occurring during usage and responsible for clean-up. The user will arrange the facility back to the way it was set-up prior to the event. The user will make use of only the area assigned on the reserved date and time. The user will insure that all litter, debris, and trash generated during the rental is placed in proper containers and removed from the building to outside roll-up containers. The user will be responsible for all their invited guests' actions. Staff will only contact or communicate with user during and after event.

**Thank you,  
Parks and Recreation Staff**