



APPLICATION & RENTAL AGREEMENT FOR
COMMUNITY PARK SHELTER

Summerfield Community Park’s shelter can be rented down to dusk (park hours), seven days a week. Rental rates are based on the applicant’s town resident status and rates are higher for those who reside outside of the town’s corporate limits.

Facility use requires a rental agreement, cleaning fee, and a minimum two-hour rental. A security deposit is required if request is made 30 days prior to event date. Your rental agreement and payment secure your date and time on the calendar when received by the Parks and Recreation Director. A 7-day notice is required to schedule all rentals.

APPLICANT INFORMATION	
applicant/renter:	organization:
mailing address:	
email:	
phone number:	alternate phone number:
driver’s license number or other form of picture ID: <i>*copy required – this info is confidential and will not be released to the public. Renter must be 21 years or older.</i>	

EVENT INFORMATION	
date of event:	time requesting (<i>allow for set-up and clean-up</i>):
type of event:	
facility requesting <input type="checkbox"/> 30’x60’ shelter	
number of attendees:	
estimated number of vehicles:	
Will there be amplified sound? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, provide details.	
Will vendors be on site? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, provide details.	
Is access to power needed? <input type="checkbox"/> yes (additional charges apply) <input type="checkbox"/> no If yes, provide details.	
additional notes, needs, requests, etc.:	



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FEES & CANCELLATIONS <i>(The town has the right to waive fees at the discretion of the Parks & Recreation Director.)</i>	
Fees <ul style="list-style-type: none"> resident rate (first 2-hr rental).....\$35 resident rate (each additional hr).....\$20 non-resident rate (first 2-hr rental).....\$50 non-resident rate (each additional hr).....\$25 cleaning fee (non-refundable).....\$35 	Note: Cancellation due to severe weather or some other "act of God" will not incur a charge if the event does not begin and as long as notice is provided to the town, (336-643-8655). If the event begins but is shortened due to severe weather or some other "act of God," then all fees apply unless shut down by town staff or emergency services personnel to protect life or property.
Cancellations <ul style="list-style-type: none"> 30 days or more before event.....full refund of rental and cleaning fee between 29 and 8 days before event.....50% refund of rental and full refund of cleaning fee less than 7 days before event.....100% forfeiture of rental and cleaning fee event not approved by Parks and Rec Director.....full refund of rental and cleaning fee 	

General Rules and Procedures for the Use of a Summerfield Community Park Facility

The following rules shall regulate the use, occupancy, and conduct of persons in or upon all parks or park property within the town limits of Summerfield. Failure to adhere to any rule or regulation may result in removal from the facility for the day and/or for an extended period of time.

Town park facilities are not available for the following purposes:

1. commercial use (prepared, done, or acting with sole or primary emphasis on profit) without prior consent of Parks & Rec Director;
2. disruptive events such as disorderly conduct, that would interfere with other park activities; or,
3. classes or events demonstrating or using weapons, firearms or other hazardous materials to include but not limited to, flammable fuels, poisons, etc.

Rules and Procedures for Large Events (Groups/Businesses/Non-Private Entities)

1. The renter representing a group, business, or other non-private entity must provide a Certificate of Liability Insurance in the amount of \$1,000,000 showing the Town of Summerfield to be also insured. This certificate will be presented to the Town Clerk thirty (30) days prior to the event.
2. **Renter must be present at the event for its duration and responsible for all activities scheduled at the event.** A written plan of the event as required by the town must be submitted to the Parks & Recreation Director no later than thirty (30) days prior to the commencement of the event. The plan will include specificity regarding its attendance, vendors, security concerns, special concerns, use of electricity, set-up, clean-up, and parking arrangements. This may be waived for shelter rental.
3. Parking Management Plan must be submitted if more than fifty (50) individuals are expected.



4. Prior permission from the Parks & Rec Director is required to reserve other areas of the park that are not included in the Contract. Rental of the Community Center does not constitute rental of any other facility (shelter/amphitheater/etc.) at the park.
5. The town assumes no responsibility or liability for any damaged equipment. Damage to the facilities, fixtures, underground facilities, equipment, or any other park feature from the event shall be repaired or replaced by the town and all costs billed to the renter. These expenditures must be paid within thirty (30) days. The renter also forfeits their rental and cleaning fee.
6. Renter is responsible for keeping the rented area clean and in serviceable condition during rental period. Renter will not allow trash to accumulate in egresses or places in an area that would be considered a safety hazard. All trash will be placed in the proper receptacles prior to leaving. In addition, the premises must be left in the same condition as before the event. Renter is not permitted to attach staples, nails, any type of tape, screws, or fasteners to picnic tables, floors, signs, trees, or buildings. **Clean up shall be accomplished by the renter by the end of the rental period. Any additional clean up shall be resolved by the Town of Summerfield and the renter will be billed for the actual costs.**
7. Renter understands that the town does not make any guarantees regarding the condition of its equipment or facilities and it is the renter's responsibility to inspect/examine the facility to be rented and note its condition prior to signing this Contract.
8. Renter may not charge an admission fee for any event held at Summerfield Community Park. If food is sold, the renter must obtain or have the proper Guilford County Health Department Permits and provide a copy of the permit(s) to the Town Clerk thirty (30) days prior to the event. *If concession trailers are anticipated, they must provide their own power* or there will be an hourly charge for hook-up. No grilling shall take place under the picnic shelter or on the amphitheater stage. No food preparation, food vendors, or other related activities may take place on the amphitheater stage.
9. Prior approval is required for any tents used during an event.
10. Renter will ensure that prohibited items and or activities are not present at the event and will comply with all rules, regulations, policies, and ordinances governing the event location.
11. Prohibited items include balloons, staples into structure beams, trees, etc., fires (other than self-contained grills), pyrotechnics, rice, confetti, skateboards, scooters, roller blades, and other wheeled recreational devices with the exception of bicycles.
12. Prohibited activities include, but are not limited to, the following: hunting, hitting golf balls, paintball and/or air soft guns, use of alcohol or controlled substances, operation of gas-powered remote-control models, drones, loud music or noise, weapon and firearm demonstrations (except for those associated with a military activity), motorized dirt bikes, ATVs or other motorized vehicles (with the exception of golf carts or other motorized assistive equipment used for transportation of people or equipment before or after the event), and overnight camping.
13. The use of a horse and carriage, petting zoo animals, or any other animals as part of the rental must be approved by the town and comply with state and local animal control regulations. If approved, additional insurance coverage and security deposit may be required. Animal waste,



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straw, and any other waste materials must be completely cleaned up and removed from the property prior to the end of the contracted event. Requests must be made in writing thirty (30) days before the event.

- 14. Upon review of the application and submitted plan, the renter may be required to provide security personnel if it is deemed by the town that public safety may be compromised.
- 15. The Summerfield town staff and officers of the Guilford County Sheriff's Department have the authority to terminate/cancel any event, at any time, based on violations. Should an event be terminated for a reason determined by town staff or an officer as a violation, the renter will forfeit the rental fee and cleaning fee. The renter must pay for any other expenses incurred by the town for the cleaning and/or repair of the rented property.

NOTE: All events must end by dusk, park closing time. Requests for events ending later must be made, at least 30 days before event, and approved by the Parks and Recreation Director.

I, _____ have read the rules and understand that:

if I fail to comply with these contract conditions, the event may be terminated and I may be refused future use and/or reservation privileges. As stipulated in the text of this contract, if the event is prematurely terminated, I will forfeit the rental fee and if there is damage or unclean conditions at the event site when the event is terminated, I will also forfeit the deposit. I also understand that the rules and procedures memorialized in this document are subject to interpretation by the Parks & Recreation Department and/or officers representing the Guilford County Sheriff's Department, if necessary. I agree to hold the Town of Summerfield and its employees, representatives, or agents harmless for any damage, injury, or loss of property. I have read this Rental Agreement and agree to all terms and conditions detailed herein.

Signature of applicant/renter _____ date _____

Signature of town staff _____ date _____



SUMMERFIELD COMMUNITY PARK SHELTER
CLEAN-UP CHECKLIST

APPLICANT INFORMATION	
applicant/renter:	organization:
mailing address:	
email:	phone number:

Renters of Summerfield Park and Recreational facilities must clean the rented facility prior to their departure from the site. This checklist must be returned to the Parks & Recreation Director no later than seven (7) days after the event.

SHELTER CHECKLIST
<input type="checkbox"/> floors cleaned <input type="checkbox"/> tables/benches cleaned <input type="checkbox"/> trash placed in appropriate containers <input type="checkbox"/> decorations removed from facility (removing string, any other means of attaching decorations must also be removed – staples, tacks, nails, tape aren't allowed) <input type="checkbox"/> all lights turned off at end of event <input type="checkbox"/> gates closed and locked
additional comments:

I understand that by signing I am confirming that all items on the checklist have been attended to and the facility is clean, in good repair, and ready for the next user.

Signature of applicant/renter _____ date _____

Signature of town staff _____ date _____