

\*Mail to: Recreation Dept.  
P.O. Box 617  
Lincolnton, NC 28093

\*Make check to: City of Lincolnton  
AMOUNT: \$ \_\_\_\_\_

## **POLICIES AND PROCEDURES**

***\*Shelter, Gym & Concession Stand Only (Pool/Ball Fields/Parks Not Included)***

***\*NO ELECTRICAL OUTLETS OR WATER AVAILABLE\****

- The Shelters can be rented from April through October of each year.
- Reservations may be made at the Lentz Gym 9:00 a.m. – 5:00 p.m. Monday through Friday or call (704) 735-2671.
- Reservations for the shelter will be made for each year beginning with the first working day in January.
- Reservations will be accepted by phone, but individual must complete application and pay fee within two weeks to guarantee reservation unless date requested is within 30 days of Reservation date then fee must be paid within one (1) week.
- Shelter is open to all individuals and groups based on availability and payment of a designated fee. *\*Fee schedule on back.*
- Reservation applications must be signed by a person at least twenty-one years of age. The person signing the application will be responsible for the conduct of the group in compliance with the policies and procedures of the shelter.
- Sales of merchandise are prohibited. Exceptions may be made, with the approval of the Recreation Director, when the proceeds of such sales are to be used for charitable, educational, church, civic or cultural purposes.
- If Picnic Tables/Benches are moved, they must be moved back to original positions.
- You may tape signs, balloons, streamers, etc. to **TABLES ONLY!**  
***\*DO NOT TAPE, STAPLE OR HANG ANYTHING, ANYWHERE ELSE IN THE FACILITY!***
- **NO COOKING ALLOWED UNDERNEATH SHELTER!**
- **NO ALCOHOLIC BEVERAGES, FIREWORKS OR WEAPONS WILL BE ALLOWED ON THE PREMISES!!**
- Any group not complying with the policies and procedures of the shelter could be denied future use of the facility.

- The Lincolnton Police Department has full authority to enforce all regulations pertaining to shelter and park use.
- The shelter can be reserved for whole day rentals only. Monday - Saturday will be reserved from 8:00 a.m. – 7:00 p.m.; Sunday from 3:00 p.m. – 7:00 p.m. only.

*\*\*Renter must provide the Recreation Department with a specific time that they will be arriving at the shelter. The staff member will meet with them to ensure that the shelter is clean and reserved for their event only. If the renter is not present within 30 minutes of the designated time, we cannot ensure that the shelter will be ready for their use.*

- No vehicles are allowed to park in the grass areas around the shelters.
- In making the shelter and park available to the general public and specified groups, the City of Lincolnton, It’s Officials and employees shall be held harmless and shall assume no responsibility or liability for any loss or damage which may occur upon the premises during use as governed by the foregoing policies and procedures.

**Fee Schedule:**

<b>Facility Rental</b>	<b>Resident</b>	<b>Non-Resident</b>
<i>Mon. - Sat. (8:00 a.m. - 7:00 p.m.)</i>	<b>\$50.00</b>	<b>\$75.00</b>
<i>Sunday - (3:00 p.m. - 7:00 p.m.)</i>	<b>\$40.00</b>	<b>\$60.00</b>

“Resident” is considered any person(s) living **or owning property** inside the City Limits of Lincolnton, N.C. Also, any City of Lincolnton staff or official will receive the “Resident” rate.

**\*All Facility Rental Fees for non-profit organizations will be staff fee only if the Facility is being used Monday – Friday. This will only apply to uses that do not include fees and/or charges. All organizations must be able to prove non-profit status.**

**Shelter, Gym and Concession Stand**  
**FACILITY USE APPLICATION**

**\*NO ELECTRICAL OUTLETS / WATER AVAILABLE\***

The facility you are renting is designated for specific uses. In order to prevent any conflicts, it is necessary to describe the nature of the event prior to approval.

Lincolnton Parks and Recreation Department reserves the right to deny rentals based on the information provided; and to halt any event in progress that differs from the information listed below:

Facility: \_\_\_\_\_

General Purpose: *(Reunion, Birthday Party, Etc.)* \_\_\_\_\_

Will participants be charged a fee? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Will you be providing food/concessions? \_\_\_\_\_  
If yes, will there be a charge? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

*\*(The City of Lincolnton has all rights to concession sales on Park Property unless prior authorization is given.)*

Please describe the plans for the event: (Make certain to state anything that might seem out of the ordinary or extravagant. Examples might include: Live Animals, Fireworks, Amusement Rides, Concession Trailer, etc.) The City of Lincolnton reserves the right to require proof of insurance and/or security for certain events.

\_\_\_\_\_  
\_\_\_\_\_  
**\*RESERVATION DATE:** \_\_\_\_\_

**\*SET UP TIME:** \_\_\_\_\_ **\*END TIME:** \_\_\_\_\_

**\* IF 30 MINUTES LATE, NO GUARANTEE OF SHELTER CLEANLINESS/EMPLOYEE HELP\***

Name: \_\_\_\_\_  
(Group or Individual)

\_\_\_\_\_  
(Person Accepting responsibility for key pick-up, return and for seeing that all rules and policy items are followed.)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*\*Refund Policy: Refunds available only with two week cancellation notice. Refunds will not be given due to weather (cold temperatures, rain, etc.)*

In making this facility available to the general public, the City of Lincolnton, the Recreation Commission, its Officials and its Employees shall be held harmless and shall assume no responsibility or liability for any loss or damage which may occur upon the premises of the building and/or grounds during the use of the premises as governed by the policies and procedures.

I have read the policies and procedures for the facility, and hereby agree to abide by these. I also assume responsibility to see that the facility is properly opened, operated and closed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Facility Reserved: \_\_\_\_\_ Total Fee Due: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Date/Times To Be Used: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Parks Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_