

# ALICE F. KEENE DISTRICT PARK USE OF FACILITY FORM

Pitt County Community Schools & Recreation

4561 County Home Road \* Greenville, NC 27858 \* 252-902-1975

Date Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Individual & Organizations making applications for facility: This should be person responsible to PCCSR for proper care/use of facility & paying fees.

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

Individual: \_\_\_\_\_ Organization: \_\_\_\_\_

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

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

## FEES

Fees: \$ \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

Due Date: \_\_\_\_\_

Fees not paid by  
due date will result  
in a cancellation.  
Contact our office if  
you wish to cancel.

## FACILITY AREAS REQUESTED

Area	Fees	Times	Capacity
___ Pavilion	\$40.00/half day	9:00 am-2:00 pm or 2:30-dark	80
___ Pavilion	\$65.00/full day	9:00 am - dark	
___ Shelter	\$25.00/half day	9:00 am-2:00 pm or 2:30-dark	25
___ Shelter	\$50.00/full day	9:00 am - dark	

## RENTAL INFORMATION

Intended Use of Facility: \_\_\_\_\_ Anticipated Number Attending: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Start Time (include set-up time): \_\_\_\_\_ End Time: \_\_\_\_\_ Total Number of Hours: \_\_\_\_\_

Equipment to be used/Services Needed: \_\_\_\_\_

## PARK AND SHELTER INFORMATION AND RULES AND REGULATIONS FOR USE OF FACILITY AGREEMENT

Picnic shelters in the Alice F. Keene Park are available for reservation as a service to the citizens, organizations, agencies and businesses throughout Pitt County. Reservations must be made by completing the Community Schools and Recreation Use of Facility Form in the Community Schools and Recreation Center (open 8:00am – 5:00pm Monday-Friday) or copied from the CSR website at [www.pittcountync.gov/csandrecreation](http://www.pittcountync.gov/csandrecreation).

### SHELTER RULES & REGULATIONS

- District Park Rules and Regulations must be followed at all times.
- Use of nails, tacks, screws or similar articles on any surfaces is not allowed.
- Vehicles may not be driven to the shelters. They must be kept in the designated parking lot.
- Depending on the nature of event, on-site supervisor may be required. Supervision will be required for events including 75 people or more at the rate of \$25.00 per hour.
- All trash must be deposited in designated trash containers.
- Grills using charcoal or gas may be used for cooking. Parties are responsible for the safe disposal of charcoal. Cooking with grease is NOT allowed in the park.
- The use of alcohol is prohibited in the park.
- Amplified music must be kept at a reasonable level in order to be respectful to all visitors in the park.
- Shelter rain-outs reported within three business days after reservation date may be rescheduled at no additional charge.
- Groups, organizations or businesses may be required to supply liability insurance naming the County of Pitt as additional insured, with a copy of the insurance supplied to Community Schools and Recreation.
- Individuals/groups/organizations applying for use of designated areas, not properly using park facilities, will be charged a reasonable fee for clean-up and damages.
- Security required during a rental period is at the discretion of Pitt County and the Community Schools and Recreation Department. The cost for security will be the responsibility of the individual or group renting the facility. Fees charged for security officers will be based on rates determined by the Pitt County Sheriff's Department.

### DISTRICT PARK RULES & REGULATIONS

- Walking trail is for pedestrians only, no wheeled vehicles except strollers and wheelchairs.
- No loud music, profanity or glass containers allowed in the park.
- Pets must be on leash-owners are responsible for cleaning up after pets.
- No pets, except service animals, are allowed under shelters or in play areas.
- Children must be supervised at all times.
- People play at their own risk.
- Golf is prohibited.
- **It will be unlawful for any person to:**
  - ◇ Trespass on recreation facilities when closed.
  - ◇ Leave a vehicle unattended for more than 12 hours or overnight.
  - ◇ Park a vehicle in any area not designated for parking.
  - ◇ Erect signs or advertising except when approved by PCCSR.
  - ◇ Ride horses on facility grounds.
  - ◇ Use or operate bicycles, roller skates, roller blades, skateboards and scooters in any area not designated for such use.
  - ◇ Possess, consume, or display alcoholic beverage or controlled substance.
  - ◇ Remove, destroy or damage flora, fauna or property.
  - ◇ Fail to cooperate in maintaining rest rooms in a neat and sanitary condition.
  - ◇ Deposit trash or refuse in any area other than designated containers.
  - ◇ Build Fires in places other than grills.

Section 115-133 of the General Statutes of North Carolina, provides, in pertinent part, that no liability shall attach to any Board of Education individually or collectively for personal injury suffered by reason of the use of school property. It is understood and agreed by and between the parties of this contract that under this Statute and under the doctrine of governmental immunity the Pitt County Board of Education is exempt from any and all liability for any damage or injury to person or property caused by or resulting from any cause of happening whatsoever. It is further understood and agreed by and between the parties to this contract that the use of school facilities shall have full and complete responsibility for the proper care and use of such facilities and shall be liable to the Pitt County Board of Education for any damages to such school facilities resulting from any action of the user or the user's agent, employees, members of the invitees during the period of use of such facilities by users as approved by the Pitt County Board of Education. The user of school facilities under and pursuant to the terms of this contract hereby agree to indemnify and hold the Pitt County Board of Education harmless on account of any property damage or personal injury resulting from the use of said school facilities by user except to the extent otherwise provided by law. It is understood that upon the signing of the contract all parties involved in stated organization have read and understand the policy entitled "Rules and Regulations for Use of Facilities". It is further understood that the organization or individual agree to fees and charges as stated and will be responsible to pay for any damages during the use of facility.

I have read and fully understand the Pitt County Community Schools and Recreation Rules and Regulations for Use of Facility.

Signature

Date

PCCSR Signature

Date