

## **Facility Rental Policy**

Any groups renting Parks and Recreation facilities must accept responsibility for their proper cleanliness. Reimbursement must be made for any furniture, utensils, or equipment misplaced, destroyed, or broken during rental. Renters also assume responsibility for all claims, damages, or actions arising out of his/her use of the facility and further agree to indemnify and hold the County harmless from any such actions or damages.

All reservations of buildings, rooms, open air shelters, and athletic fields must be made by signing an existing [Facility Usage Form](#). No reservations may be made by telephone. Deposit and payment for the use of a facility shall be made at the time the [Facility Usage Form](#). Deposits shall be refunded after facility inspection at the conclusion of each event. (Exception: Voluntary cancellation after the 7 day cancellation deadline.) The department will bill by invoice, companies or organizations for rental fees if requested at the time the [Facility Usage Form](#) is completed. Payments should be made for the invoices within ten days of being received. If a reservation needs to be cancelled, a full refund will be made if the cancellation is made no later than 48 hours before the time the facility is scheduled to be used. If a cancellation occurs after that time, no refund will be made. (Exception: In the event of inclement weather, a full refund will be given)

All Parks and Recreation Department sponsored events shall have preference in scheduling for buildings and other facilities.

All rentals fees will be based on the [Parks and Recreation Department's Facility Rental Fee Schedule](#)

# Caswell County Parks and Recreation Department Facility Rental Fee Schedule

## Non-profit group events

Picnic Shelter	\$10.00 / HR + \$30.00 refundable deposit
Gymnasium^	\$20.00 / HR + \$20 supervisor fee+ \$50.00 refundable deposit
Athletic Fields*	\$10.00 / HR per field – not prepared \$75.00 / Day per field – prepared \$12.00 / HR supervisory fee (if necessary**)
Tennis Courts***	\$10.00 / HR per court \$12.00 / HR supervisory fee (if necessary**)

## For profit fund raising events

Picnic Shelter	\$20.00 / HR (minimum use of 3 hours is required) + \$30.00 refundable deposit
Gymnasium^	\$250.00 / Day + \$50.00 refundable deposit \$12.00 / HR supervisory fee (if necessary**)
Athletic Fields*	\$150.00 / Day per field – prepared \$12.00 / HR supervisory fee (if necessary**)
Tennis Courts***	\$20.00 / HR per court (minimum use of 3 hours is required) \$12.00 / HR supervisory fee (if necessary**)

^ - The Parks and Recreation Director and staff reserve the right to deny gymnasium usage for events that present obvious security and / or safety issues. The Parks and Recreation Director and staff also reserves the right to require that local, off duty law enforcement officers be hired to provide security and paid by the person wishing to rent the facilities.

\* Athletic fields may be reserved for tournaments by contacting the Parks and Recreation Department. Only Parks and Recreation staff will have access to County owned equipment. (scoreboards, field marking equipment, etc.) No one will be permitted to perform maintenance to or prepare fields for play, other than Parks and Recreation staff. These services will require that an accompanying supervisory fee be paid.

\*\* The Parks and Recreation Director and staff will have the sole authority to decide what, if any, supervisory fee will be charged on a per case basis. Such factors as time of rental, expected attendance, and necessary labor and equipment will all be taken into account.

\*\*\* The Parks and Recreation Director and staff may require that one (1) tennis court be left available for public use during any rental.



**CASWELL COUNTY**  
*Preserving the Past, Embracing the Future*  
**Parks and Recreation Department**

**P.O. Box 98 Yanceyville, NC 27379 Phone (336) 694-4449 FAX (336) 694-5855**

Facility Usage Form

Date Reservation Made \_\_\_\_\_, hereby make application for use of  
\_\_\_\_\_ on \_\_\_\_\_, with a fee of \$ \_\_\_\_\_, plus a deposit of  
\$ \_\_\_\_\_ to be returned to the User upon inspection of the facility after usage, and also agree to the following  
requirements and conditions: Time of use of facility \_\_\_\_\_.

Any groups renting Parks and Recreation facilities must accept responsibility for their proper cleanliness. Reimbursement must be made for any furniture, utensils, or equipment misplaced, destroyed, or broken during rental. Renters also assume responsibility for all claims, damages, or actions arising out of his/her use of the facility and further agree to indemnify and hold the County harmless from any such actions or damages.

Deposit and payment for the use of a facility shall be made at the time this form is signed. Deposits shall be refunded after facility inspection at the conclusion of each event. (Exception: Voluntary cancellation after the 7 day cancellation deadline.)

If a reservation needs to be cancelled, a full refund will be made if the cancellation is made no later than 7 days before the date the facility is scheduled to be used. If a cancellation occurs after that time, no refund will be made. (Exception: In the event of inclement weather, a full refund will be given)

The User of the Facility shall be subject to any and all City and State Laws regarding alcohol beverages, drugs, gambling, firearms, etc., in addition to the Parks and Recreation Department Policies and Procedures.

Name of User \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Address of User \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail Address of User \_\_\_\_\_

Signature of User \_\_\_\_\_ Date \_\_\_\_\_

Parks and Recreation Department Staff \_\_\_\_\_ Date \_\_\_\_\_

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Summary of Charges for Facility Usage

Circle One: *Non-profit group events* OR *For profit fundraising events*

Picnic Shelter rental fee \$ \_\_\_\_\_

Gymnasium rental fee \$ \_\_\_\_\_

Athletic Field rental fee \$ \_\_\_\_\_

Tennis Court rental fee \$ \_\_\_\_\_

Deposit fee \$ \_\_\_\_\_

Supervisory fee \$ \_\_\_\_\_

**Total Fees \$ \_\_\_\_\_**

Signature of User \_\_\_\_\_ Date \_\_\_\_\_

Parks and Recreation Department Staff \_\_\_\_\_ Date \_\_\_\_\_

Receipt  
Number \_\_\_\_\_