



Permit for Use of Facilities

Fax # 336-794-6494 / PO Box 345, Elkin, NC 28621

NO REFUNDS

Name			
Shelter #1 G&B Shelter Bandshell Basketball Gym Pool Chatham Other			
Facility to be used / Please Circle One			
Date of Use	Time of Use (Put one hour between each rental)		Purpose of Use
\$ _____	\$ _____	# _____	
Damage Deposit (if any)	Date Paid	Use Fee	Receipt Number
_____	_____	_____	_____
Estimated Number of Participants		Services to be provided by the Recreation Department (if any)	
_____		_____	
I would like this event listed on http://whatsupinelkin.com ? Yes _____ No _____			

The Permitted user does agree to the responsibility for the following:

- To cause the permitted used area or facility to be free from debris and trash after the completion of the use, with the facility or area to be in the same condition that it was prior to the beginning of the use; that any and all tables and chairs and otherwise equipment belonging to the Town of Elkin, shall be placed back in their proper places and that any properties belonging to the user otherwise used during such an event of replacement of any and all items of properties belonging to the Town of Elkin, which might be in use by the user, which might be misplaced, damaged, or destroyed.
- The user assumes the responsibility for any and all claims, damages or other actions arising out of the use of the facility or area, permitted to be used; and further agrees to indemnify and hold the Town of Elkin free and harmless from any actions and claims.
- That upon request, the user shall provide proof of coverage for insurance or bonding to cover liabilities which might result, as a result of the used area or facility to be used.
- That the use of the facility or area shall be subject to the Code or Ordinance for the Town of Elkin, the North Carolina General Statutes and such policies and procedures of the Recreation and Parks Department, especially as to alcoholic beverages, drugs, gambling, firearms, etc. There shall be NO SMOKING allowed in any area of the Recreation Center.
- Shelter Rates are based on a three (3) hour period. Any set-up time or clean-up time is to be included in the allotted rental time.
- All fees must be paid at time of reservation. Reservations must be made two weeks prior to the event date.

PLEASE COMPLETE BOTH SIDES OF THIS FORM

All Information Required

Name of User (PLEASE PRINT)

DOB

Age

Street Address

Home Phone #

Cell Phone#

City, State, Zip

Email Address

I have read and agree to comply with rules and regulations for the use of the Recreation and Parks facilities.

Signature of User

Date

Rules to be covered with patron:

Staff Signature

Multi-Purpose Room and Gym Rental

- _____ Floor is free from trash and debris, spills mopped up
 _____ All authorized decorations are taken down
 _____ Trash cans are to be moved to outside of the building

Shelter #1, G & B Shelter, Bandshell, Ball Fields, Pool (Any outside Areas of the Park)**Do you need to sign a Special Events Form?**

- _____ Area is free from trash and debris
 _____ All authorized decorations are taken down
 _____ All Trash is to be put in a trash can
 _____ No Un-authorized Driving in the Park
 _____ No confetti or small material that could blow all over the park
 _____ No helium tanks are to be put in the trash. The Park has no way of disposing of them.
 _____ No alcoholic beverages
 _____ Pool Only - No Glass Containers
 _____ Pool Only - No Smoking

- Come prepared to carry all supplies to the picnic shelters. Vehicles are not allowed beyond the parking area.
- Any concession, commercial, or profit making enterprise is prohibited except under written permission from the Park Director.

Amount of Damage Deposit

Date

Staff Initials

Deposit refunded

Date

Staff Initials

Deposit retained (please explain below)

Date

Staff Initials