



# Permit for Use of Facilities

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

**NO REFUNDS**

<b>Name</b>				
Shelter #1   G&B Shelter   Bandshell   Basketball Gym   Pool   Chatham   Other				
<b>Facility to be used / Please Circle One</b>				
<b>Date of Use</b>	<b>Time of Use (Put one hour between each rental)</b>		<b>Purpose of Use</b>	
\$ _____			\$ _____	# _____
<b>Damage Deposit (if any)</b>	<b>Date Paid</b>	<b>Use Fee</b>	<b>Receipt Number</b>	
_____				
<b>Estimated Number of Participants</b>				
_____				
<b>Services to be provided by the Recreation Department (if any)</b>				
<b><u>This a public document and the information listed on this form is open to the public.</u></b>				
I would like this event listed on <a href="http://whatsupinelkin.com">http://whatsupinelkin.com</a> check:   YES <input type="checkbox"/> NO <input type="checkbox"/>				
If <u>yes</u> , please ensure all spellings, names, titles and contact information is accurate. _____ (initial)				

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 Statues 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 least two (2) weeks prior to the event. The deposit must be paid at the time of booking.

**over**

## 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