



704-455-PARK (7275)

**Shelter Rental Reservation Request**

Email completed form to [parksinfo@harrisburgnc.org](mailto:parksinfo@harrisburgnc.org) or bring to the Parks & Recreation office for review. Payment for approved requests can be made over the phone or in person.

Contact Name: \_\_\_\_\_ Business/Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

<b>Harris Depot Park</b> Larger Shelter (6 tables) <input type="radio"/>	<b>Stallings Park*</b> Larger Shelter (12 tables) <input type="radio"/>	<b>Pharr Mill Park</b> Larger Shelter (6 tables) <input type="radio"/>
<b>Harrisburg Park Shelters*</b> #1 Larger (12 tables) <input type="radio"/>	#2 N/A	#3 Larger (8 tables) <input type="radio"/>
		#4 Smaller (6 tables) <input type="radio"/>
		#5 Smaller (6 tables) <input type="radio"/>

\*NOTE: Shelters at Harrisburg Park and Stallings Park are NOT available for reservation on Saturdays during the youth fall and spring sports seasons (mid-March through mid-June / beginning of August through beginning of November).

Description of Event (1<sup>st</sup> Birthday, Family Reunion, etc.) \_\_\_\_\_

DATE of Event: \_\_\_\_\_ Day of the Week: \_\_\_\_\_ Expected # of People: \_\_\_\_\_

- 1/2 Day (8:00am-1:30pm) (5.5 hours)
- 1/2 Day (2:30pm-8:00pm) (5.5 hours)
- Full Day (8:00am-8:00pm) (12 hours)
- Hourly Time: \_\_\_\_\_ to: \_\_\_\_\_  
(Must be within 1/2 day time frames)

A fee is charged for the use of park shelter facilities and must be paid in full to reserve date. A minimum **48-hour (2-day)** notice is **required** for cancellation and refund request (see additional rules and policies).

Amount Due: \_\_\_\_\_ (plus card convenience fee, if applicable)

**NOTE: Splash Pad at Harrisburg Park:** Splash pad tickets are NOT included with shelter rentals. To reserve splash pad tickets, go to <https://www.harrisburgnc.org/681/Harrisburg-Park-Splash-Pad>. See "General Rules and Regulations" on back for additional information.

Fees are determined by Town of Harrisburg taxpayer status (not based on a Harrisburg or county address).	Shelter Size	Rental Fees		
		Hourly Rate	1/2 Day	Full Day
Town of Harrisburg Taxpayers and Non-Profit Organizations	Smaller Shelter	\$20	\$80	\$120
	Larger Shelter	\$30	\$100	\$140
Non-Harrisburg Taxpayers and For-Profit Organizations	Smaller Shelter	\$30	\$120	\$180
	Larger Shelter	\$40	\$140	\$200

**A \$2.50 or 2.5% convenience fee (greater of the two) will be added to all credit and debit card payments.**

I/We understand that the user fees must be paid in full and returned with completed application before the requested date can be reserved.

**A \$10 administrative fee will be applied to all refunds. Convenience fees are non-refundable.**

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to the best of my knowledge, that I have read and understand the rules and regulations governing the use of the facilities (located on the back of this form); and that our group will comply with the regulations, policies and fee schedule governing the use of the facility. The undersigned applicant hereby agrees to indemnify and save harmless the Town of Harrisburg from and against any and all loss, cost, damages, expense and liability caused by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents or invitees.

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

Department Use: \_\_\_\_\_ Harrisburg Taxpayer/Non-Profit \_\_\_\_\_ Non-Harrisburg Taxpayer/For-Profit

Cash  Check # \_\_\_\_\_  Credit/Debit \_\_\_\_\_ (conv. fee) Total Amount Paid: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_ Entered in Calendar: \_\_\_\_\_ Confirmation Emailed: \_\_\_\_\_



## LEASING AND RENTING

The Harrisburg Parks & Recreation Department sanctions the use of park facilities in the Town of Harrisburg, provided the use does not interfere with regular parks & recreation department functions and operations. Parks & recreation facilities may be reserved to individuals or other types of legal entities, subject to the terms and conditions listed herein and elsewhere within the Code of Harrisburg. All applications are subject to approval by the Parks & Recreation Department.

### GENERAL RULES & REGULATIONS

1. Reservations are for **shelter use only**. Park facilities will not be closed to the general public.
2. **Use of the Park for a Special Event and/or use of other areas of the Park must be approved, and a Special Event application must be submitted with the appropriate fees.**
3. Shelters may be reserved from 8am to 8pm daily. Applicant shall observe the posted hours of operation.
4. **Parking:** Vehicles must park in designated areas only. Vehicles parked illegally will be towed at owner's expense. During hours of operation, parking at the Library is for use by Library patrons only. Park speed limit is 13 mph.
5. Bicycles, skateboards, and roller skates are permitted in the park if their use is in a safe manner. These items are not permitted on Tennis courts, Park apparatus, Fields, Splash Pad, or under shelters.
6. **Conduct:** All guests must obey Police, Parks & Recreation Staff and others designated by the Town to enforce rules while on Park property. Disorderly conduct will result in immediate expulsion from the Park. Disorderly conduct includes, but is not limited to rude behavior, profanity, fighting, threatening behavior, public nudity, spitting, loud music, or other noise. Littering of any kind is prohibited.
7. **Preservation:** Fires are permitted in designated areas only (Grills). It is illegal to mark, deface, disfigure, tamper with or displace any structures, equipment or facilities in the park; to dig, cut, damage, injure, mutilate or remove natural materials in the Park; to throw, discharge or place any substance in Park waters (*stream, tributary, storm sewer or drain*) that could result in pollution.
8. **Dogs:** Dogs are permitted in the Park, provided they are restrained by a leash not more than 6 feet. Dogs are NOT allowed on the playing fields (*Soccer, football, sand volleyball*), tennis courts, or Splash Pad. Dog owners are responsible for cleaning up after their dogs. Pet waste disposal bags are available in the parks. No other pets or animals are allowed in the park, unless they are part of a Harrisburg Parks & Recreation sponsored program or event.
9. **Prohibited Items & Activities:** Smoking and tobacco products, Alcoholic beverages or any narcotic drugs, hallucinogens, or other controlled substances; Weapons of any kind, including rifle, shotgun, BB gun, slingshot, bow and arrow, any weapons propelled by gunpowder, spring, air or explosive; Confetti cannons, Fireworks or explosives (except by permit); Hunting, trapping, killing, capturing, harming or willfully frightening wildlife in the park; Motorized vehicles other than those licensed by the NCDMV, including but not limited to ATV's, motorbikes, and go-carts; Aviation; Overnight camping, golfing, or related activities; Unauthorized construction; Attaching anything to structures, trees or other property in the Park. Game/Party buses, Food Trucks, and temporary construction of and/or use of amusement equipment such as trampolines, bounce houses or other inflatable jumpers are not permitted (with the exception of Town of Harrisburg and Town of Harrisburg Parks and Recreation sponsored events).
10. **Cleaning/Damages:** The contact person and his/her organization are responsible for returning the shelter to the condition in which it was obtained. *Items may be temporarily attached by thumb tack or tape and must be removed before leaving the area.* Failure to leave areas in satisfactory condition may lead to forfeiture of your rights to future use. A deposit may be charged at the discretion of the Parks & Recreation Department.
11. Failure to adhere to the guidelines in this article shall subject an applicant to automatic forfeiture of any rental/deposit fees and the event shall be subject to immediate termination.
12. Failure to cancel a reservation within 48 hours (2 days) in advance will result in loss of rental fee. (*Shelter can be rescheduled in the event of inclement weather. If the shelter cannot be rescheduled, a refund can be made on a case-by-case basis.*)
13. Holding a special event in a City Park without authorization shall subject the event to immediate termination and other enforcement actions as deemed appropriate by the Parks & Recreation Director.
14. **For-Profit Groups:** For-Profit groups/individuals reserving the shelters or fields for-profit reasons shall be required to provide background checks for the instructors of the for-profit program. If a background check cannot be provided, the Town of Harrisburg will run a background check for \$25 per person. In addition, For-Profit groups utilizing the shelter or fields for-profit reasons should provide a Certificate of Liability Insurance with the Town of Harrisburg listed as Additionally Insured.
15. **Splash Pad at Harrisburg Park:** Splash pad tickets are NOT included in your shelter rental. To reserve splash pad tickets, please visit the Splash Pad page at <https://www.harrisburgnc.org/681/Harrisburg-Park-Splash-Pad>. If there are no pre-registration tickets available, there are up to 50 walk-up spots available at the beginning of each time slot. Walk-up tickets are available on a first-come, first-served basis.
16. The Parks & Recreation Department reserves the right to deny a request or cancel any event at any time.