CHAPEL HILL PARKS AND RECREATION DEPARTMENT

PICNIC SHELTER RENTAL POLICES

PICNIC SHELTERS AVAILABLE FOR RENT

1.	Cedar Falls Park	501 Weaver Dairy Road
2.	Hargraves Park	216 N. Roberson Street
3.	Homestead Park	100 Northern Park Drive
4.	Meadowmont Park	621 Meadowmont Lane
5.	North Forest Hills	121 Collums Road
6.	Southern Community Park	100 Sumac Road
7.	Umstead Park	399 Umstead Drive

RENTING A SHELTER

Priority: Parks and Recreation Department-sponsored and co-sponsored activities and programs have priority in scheduling the use of all facilities. Requests are on a first-come, first-served basis.

To rent a shelter, please visit our website at www.townofchapelhill.org, visit our office at 200 Plant Road (Monday through Friday, 8:30 a.m. – 5 p.m.), or mail your rental application with payment to our office.

Renter Eligibility, Resident Priority: You must be 21 years of age or older and be authorized by the applicant/organization (if you are not the applicant), to sign a reservation agreement. **Chaperons:** When the planned activity is primarily for people under 21 years old, the person signing the reservation agreement will be responsible.

Complete a Rental application or request a reservation and pay online with WebTrac: We require at least two weeks advance notice to rent a shelter. Rental requests with less than two weeks' notice must be requested at the Administrative Office, 200 Plant Rd., and *may* be approved at Parks and Recreation discretion. (If approved, fees for rentals with less than two weeks advance notice must be paid by cash or with credit card.)

Reservations are made in 4-hour blocks of time.

Rental Fees: Fees are due at the time of rental request or online reservation. We accept cash, checks (payable to Town of Chapel Hill), and Visa/MasterCard. Online reservations must be paid with Visa/MasterCard.

Fees for a 4-hour block of time:

- All Shelters (except SCP large shelter): $35 Resident; $56 Non-resident
- Southern Community Park large shelter: $50 Resident; $80 Non-resident
- Southern Community Parks' large shelter allows the use of a pig cooker with an additional $100 security deposit.

Publicity: All publicity (flyers, mailings, advertising, etc.) related to events held at picnic shelters must be pre-approved by the department. Failure to comply with this will result in cancellation of the rental. Contact the Administrative Office at 919-968-2784, or email parksrec@otwnofchapelhill.org.

Cancellation: All requests to cancel a shelter reservation must be made in writing. Cancellation requests received 7 or more days from the reservation date will be refunded less a $10 processing fee. Cancellations with less than 7 days' notice from the reservation date will not be refunded.

Inclement Weather: We rent our picnic shelters "rain or shine". **Please be aware that the rental fee for a picnic shelter rental will not be refunded in the event of inclement weather**. Under dire weather circumstances, i.e., impending tropical storms, etc., the department, at its discretion, may allow rescheduling the rental or may provide a refund.

Outdoor Special Event Permits may be required. Visit Chapel Hill Parks and Recreation's rental page for details.

Bring Your Receipt with You: Your receipt is your confirmation of rental; bring it with you to the shelter. If the shelter is occupied at the time of your rental, show the users your receipt and politely request that they vacate the shelter. A shelter sign indicates that renters have priority, and others will be considered trespassers. You may contact the Chapel Hill Police Dept. (911) to ask for assistance.

Electricity and amplification: Electricity is not provided at the shelter. Amplification (microphones, DJs, loud music, etc.) is not allowed except with special permission from the Parks and Recreation Director.

RENTER RESPONSIBILITIES: All applicants requesting use of Department facilities and equipment must observe the following guidelines and requirements:

1. **Clean Up and Trash:** The renter must leave the shelter area and equipment in a clean and orderly condition. All trash must be properly disposed of.

2. **Prohibited Items:** By Town Ordinance, alcohol, firearms, tobacco products, pig cookers (except Southern Community Park), and illegal drugs are NOT allowed within Town parks and facilities.

    - Inflatables are not allowed at Town parks and facilities, including portable/inflatable kiddie pools.

3. **Decorations:** Decorations may not be nailed, tacked, or otherwise attached to any tables, walls, ceilings, or any other portions of the buildings or equipment. Decorations may be taped.

4. **Liabilities:** The Town assumes no liability for the renter's use of the equipment or facility. As a condition of use of the equipment or facility, the applicant shall hold the Town harmless from any claim or liability arising out of any activity or conduct of the renter while using the facility.

5. **Political:** Political campaign activities and candidate events are not allowed.

    - Political parties holding annual or biennial precinct meetings and county and district conventions are allowed

    - Town Hall events are allowed by elected officials; however, these cannot include political campaign activities.

6. **Non-profit Activities:** Town facilities and equipment may be used for fund-raising activities provided such activities are not for private purposes or profit. Entry fees may be charged for events and tournaments provided that all proceeds benefit the non-profit organization. In all cases, the Town may request a signed financial account of actual expenses and revenues within 7 days after the event.

7. **Activities for Profit:** Special exemptions may be made when the Department enters into a cooperative agreement with an individual or organization. In most cases, the Department will require the co-sponsoring agency to pay to the Town a percentage of gross receipts, normally 20%. If conditions warrant, the Director of Parks & Recreation may alter this amount.

8. **Damages:** All damages to the facilities, equipment, and other Town property, while being used by the renter, will be the responsibility of the renter and payable in full to the Town of Chapel Hill. Payment will include the costs of all labor, materials, and supplies to repair or replace the damage to facilities. The Parks and Recreation Department reserves the right to decline renting to patrons who have incurred damages to Town property in previous rentals.

9. **Policy of Non-Discrimination:** Town facilities are available on a non-discriminatory basis.

Please refer to the Parks and Recreation Department's User Fee Policy for complete rental policies.