

## **Town of Rolesville Facility Use Request**

The Town of Rolesville has several facilities that may be reserved and used for non-governmental events. Park facilities such as shelters, ballfields, and gazebo's are to be used on a first come basis. However, without advance reservation shelter use is restricted to a three hour maximum period and furthermore shelter availability is not guaranteed. For guaranteed availability of a shelter or gazebo, advance registration is required. In addition, if an individual wishes to use a shelter or gazebo for greater than three hours, advance registration shall be required. The maximum daily time period that any shelter or gazebo can be reserved for is 8 hours.

Advance reservations can be made by contacting Rolesville Parks & Recreation at 554-6582. Those groups or individuals reserving any Town facilities are required to fill out a facility use form of which is attached to this document.

The below rental fees shall apply to facilities within Town Parks requesting advance use. Reservation of the Town Community Center located at 514 Southtown Circle is handled through a separate policy. For more information, contact the Parks and Recreation Department at 554-6582.

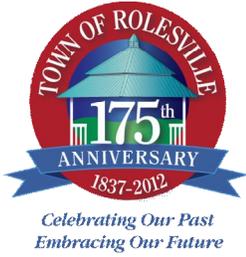
These fees below are due upon the submission of the attached application:

- 1. Main Street Park Picnic Shelters A, B, and C (located at 200 South Main Street)**  
*These fees are to reserve the use of any facility within this category. If the facility and the surrounding area are left in suitable order then the security deposit will be fully refunded within thirty (30) days.*
  - A. For those who live within the corporate limits
    1. \$15 per hour (two hour minimum)
    2. Security Deposit - \$50
  - B. For those who outside the corporate limits
    1. \$20 per hour (two hour minimum)
    2. Security Deposit - \$50
  
- 2. Main Street Park Gazebo, the Main Street Park Picnic Shelter D (located off of Scarboro Street), the Amphitheatre (located at Mill Bridge Nature Park), and the Ballfield Picnic Shelter (located off of Redford Place Drive)**  
*These fees are to reserve the use of any facility within this category. If the facility and the surrounding area are left in suitable order then the security deposit will be fully refunded within thirty (30) days.*
  - A. For those who live within the corporate limits
    1. \$30 per hour (two hour minimum)
    2. Security Deposit - \$200
  - B. For those who outside the corporate limits
    1. \$55 per hour (two hour minimum)
    2. Security Deposit - \$200
  
- 3. Community Center (located at 514 Southtown Circle)**  
*These fees are to reserve the use of any facility within this category. If the facility and the surrounding area are left in suitable order then the security deposit will be fully refunded within thirty (30) days.*

A.	Large room	For those who live within the corporate limits	\$45 per hour (two hour minimum)
B.	Large room	For those who live outside the corporate limits	\$70 per hour (two hour minimum)
C.	Classroom	For those who live within the corporate limits	\$15 per hour (two hour minimum)
D.	Classroom	For those who live outside the corporate limits	\$45 per hour (two hour minimum)
E.	For rentals after office hours, weekends and holidays		\$15 per hour (in addition to rental fee)
F.	Security Deposit - \$100		

**Note: \$25 fee on any returned checks**

Note: Resident is defined as current physical business (if owner) or residency address and Town of Rolesville employees.



# TOWN OF ROLESVILLE FACILITY USE REQUEST FORM

Name or Organization: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person Responsible: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

1. Facility Request:

- Ball Fields Picnic Shelter (121 Redford Place Drive)
- Town Gazebo (200 South Main Street)
- Town Picnic Shelter A (200 South Main Street – closest to bathroom facility with grill)
- Town Picnic Shelter B (200 South Main Street – behind playground area with grill)
- Town Picnic Shelter C (200 South Main Street – adjacent to newest playground with grill)
- Town Picnic Shelter D (500 Scarboro Street – located near Sanford Creek Elem. School)
- Amphitheatre at Mill Bridge Nature Park

2. Date Requested: (please list multiple dates and times in case of potential conflict)

Option #1: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Option #2: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Option #3: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

3. Reason For Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I do hereby understand that I am responsible for all parties involved in this reservation. I understand that the rental deposit will be fully refunded within thirty (30) days if the reservation area is left in suitable order (i.e. trash is picked up, no damage is made to the facility, etc). I agree that all information above is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant Date

*Office Use Only:*

Date Pd: \_\_\_\_\_

Approved by: \_\_\_\_\_

Rental fee: \_\_\_\_\_ Check# \_\_\_\_\_

Deposit: \_\_\_\_\_ Check# \_\_\_\_\_