

Allegheny County Parks and Recreation Facility Use Application

Veterans Memorial Park
254 Duncan Street
Sparta, NC 28675

Duncan Recreation Center
490 Trojan Avenue
Sparta, NC 28675

Davis Field
546 Trojan Avenue
Sparta, NC 28675

Name/Organization _____

Date of Event _____ Start Time _____ End Time _____

Type of Entity: Private _____ Non-Profit _____ Corporate/Profit _____

Purpose of Event: _____

Facility Requested – Please Check All That Apply *(Capacity)

___ Veterans Memorial Park – Field Space – Field A ___ Field B ___ Field C ___

Veterans Memorial Park Picnic Shelter *(45)

___ Davis Field

___ Duncan Recreation Center (Pool)



Once fees have been made, there will be no refunds granted; reschedules will be made on a case by case basis. Reservations are not complete until all fees are paid in full.

In submitting this application, I certify that I have read and understand the guidelines for facility use and will abide by the rules and regulations set forth. I certify that the intended use, as detailed above, is in compliance with said rules and regulations, application instructions and any specific use regulations and subject to advance payment of all rental fees, certification of insurance requirements(if required) and approval by the Allegheny County Parks & Recreation Director, or designated person. I understand and agree that the county retains the right to cancel this permit at any time. (Applicant acknowledges that they are renting a public facility and as such, the county cannot guarantee activities surrounding the facility/shelter that may impact parking, sound, or view.)

Applicants hereby agrees to hold ACPR and the county of Allegheny free and harmless from any loss, damage, liability, cost or expense that may arise during or caused in any way by such use or occupancy of said facility. The applicant agrees to furnish such liability and/or other insurance for the protection of the public and the county, as the county may require. Applicant also agrees to leave the facility in the same condition as found before use.

I, Certify that I am a duly authorized representative of the said organization.

Printed Name _____ Signature _____ Date _____

Address _____

Title _____ Phone Number _____

Office Use Only				
Receipt # _____	Cash _____	Check # _____	Date Received _____	Staff Initials _____

Initial _____

Allegheny County Parks and Recreation Facility Use Application

1. Consumption of alcoholic beverages on Allegheny County Parks and Recreation is prohibited. Anyone found consuming alcohol will be asked to leave the premises. Authorities will be notified if under-age drinking is involved.
2. Smoking and/or tobacco products are not permitted at any of our facilities that to include restrooms.
3. Staples, nails, tacks, or other holding devices cannot be used as they will damage building and kill trees. Decorations, signs or other such material may be secured to the building with tape or string. Signs that are placed in the park to give directions or other such information need to be secured on wooden stakes rather than taped to garbage cans and sign posts and must be removed before leaving the park.
4. Rice and confetti are not allowed because of the potential danger to the wildlife. Bird Seed is permitted outside of buildings. Water balloons or the intentional release of helium balloons are not permitted. If balloons are used for decoration please make sure that no materials, including un-inflated balloons, are left on the ground where wildlife may come in contact with them. Balloons and other small bits of trash can be eaten by wildlife and may harm or be potentially life threatening to the animals.
5. The facility you are using could be rented immediately following your reservation, leaving staff with little time to properly prepare the facility for their arrival. All decorations, signs, sidewalk chalk, or other materials, whether inside a facility or otherwise, must be removed before your departure. Picnic tables must be properly cleaned. ACPR will provide garbage cans and liners for your convenience. **Please ensure that all trash is placed in the proper receptacle and removed at the end of your event.**
6. Buildings and shelters are rented "as is". Any additional items must be furnished by the renter. Shelters are furnished with picnic tables, but renters may provide their own tables and chairs if desired. Maximum capacity must still not exceed the shelters allowed capacity. Some electrical equipment such as inflatables, refrigerators, large cookers, etc. may exceed the electrical capacity available. Please call ACPR office to make sure the facility will accommodate your needs. The county is not responsible for personal property. Your property must be removed at the time of your departure.
7. For the protection and preservation of county property, as well as the safety and general welfare of the public, dunk tanks, inflatables, large remote control devices, etc. are only permitted with prior approval from ACPR. The assembly of tents on county property is prohibited unless prior agreements have been made.
8. Carbon dioxide and helium tanks can be dangerous. They must be placed on their sides or secured to a fixed object to prevent falling.
9. Depending upon the activity, some groups may be required to provide additional lighting, covered dumpsters, portable toilets, etc. Groups may be required to pay for additional electricity. Please contact ACPR for requirements.
10. Departure time specified on reservation sheet is monitored and enforced. Late departure may result in additional fees and/or loss of future rentals.
11. No fires are to be built anywhere, for any purpose, except in provided fireplaces, or in appropriate receptacles. Grills are not to be placed under the overhangs of the buildings, or under the roof of a shelter.
12. The person or persons renting the building or shelter are responsible for any damages or missing equipment.
13. All activities must be conducted in a manner that respects the rights of other users and neighbors of the park.
14. All pets are to be on a leash at all times. Pet waste is to be disposed of properly. Waste bags are the responsibility of the owner of the pet. A responsible person must have physical control of pets at all times.
15. Should some type of damage accidentally occur to grounds or a facility during the rental, please notify the Park Director as soon as possible.
16. Soliciting on county grounds is prohibited.
17. ATVs, dirt bikes, 4-wheelers are not allowed on park grounds.
18. All rules and regulations regarding the pool are posted on site of Duncan Recreation Center and will be enforced by Lifeguards and Pool Manager.



Allegheny County Parks and Recreation Facility Rental Fees
Adopted by Commissioners on 04/20/2015

Initial _____

Alleghany County Parks and Recreation Facility Use Application

Park Office Contact Information:

Mailing Address: PO Box 366

Sparta, NC 28675

Telephone: (336)372-2942

Fax: (336)372-2972

Weekdays (Monday thru Thursday)

Private Parties/Non-Profit Organizations

Single Shelter Half Day - \$20.00

Single Field Half Day - Field A - \$50.00, Field B - \$40.00, Field C - \$30.00, Davis Field - \$40.00

Single Shelter Full Day - \$40.00

Single Field Full Day - Field A - \$100.00, Field B - \$80.00, Field C - \$60.00, Davis Field - \$80.00

Corporate For Profit Groups

Single Shelter Half Day - \$100.00

Single Field Half Day - Field A - \$80.00, Field B - \$70.00, Field C - \$60.00, Davis Field - \$80.00

Single Shelter Full Day - \$175.00

Single Field Full Day - Field A - \$160.00, Field B - \$140.00, Field C - \$120.00, Davis Field - \$160.00

***School Events/County Sponsored Events/Veterans Organizations - Fee Waived**

***Half Days are up to 4 hours**

***Full Days are more than 4 hours but up to 8 hours**

Weekends (Fridays - Sunday and Holidays)

Private Parties/Non-Profit Organization

Single Shelter Half Day - \$30.00

Single Field Half Day - Field A - \$60.00, Field B - \$50.00, Field C - \$40.00, Davis Field - \$50.00

Single Shelter Full Day - \$60.00

Single Field Full Day - Field A - \$120.00, Field B - \$100.00, Field C - \$80.00, Davis Field - \$100.00

Corporate For Profit Groups

Single Shelter Half Day - \$125.00

Single Field Half Day - Field A - \$100.00, Field B - \$90.00, Field C - \$80.00, Davis Field - \$100.00

Single Shelter Full Day - \$200.00

Single Field Full Day - Field A - \$160.00, Field B - \$140.00, Field C - \$120.00, Davis Field - \$200.00

***Field Dimensions (Field A - 100x70 yds. Field B - 45x30 yds. Field C - 30x20 yds.)**

Weekdays/Weekends

Duncan Recreation Center - Pool Party - \$20.00 per hour

Alleghany Parks & Recreation has the right to refuse anyone for any purpose of renting any Alleghany County Recreational properties at any time.

***If person or organization wants to rent both picnic shelter and field at same time, please add what both fees are to get final total owed.**

***To better offer availability to the public, only one field at Veterans Memorial Park may be reserved at one time period a day.**

Initial _____