

Please print neatly and answer **all** questions thoroughly. Submit your completed application and applicable fees to:  
 City Hall, 111 Masonic Street, Creedmoor, NC 27522 during normal business hours (Monday-Friday 8am-5pm)  
 Application & fees may not be submitted more than **one (1) month** in advance except for City-scheduled programs,  
 and must be received by 1:00 pm for SAME-DAY rental or by 1:00 pm on Friday for weekend rental.

Applicant Name \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Reservation Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Reservation Time \_\_\_\_\_

*Note: Reserved time must include event set-up and clean-up*

Number of persons expected to attend \_\_\_\_\_ Will food be served?  No  Yes\*

*Note: A cleanup fee will be charged for group sizes of 20 or more and/or if food will be served*

Description of Event

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

Do you require use of the scoreboard?  No  Yes\*

Is this rental intended for minors?  No  Yes\*

Do you plan to charge for this rental?  No  Yes\* If YES, what fee will you charge? \$\_\_\_\_\_ per \_\_\_\_\_

**\* If you answered yes to any of the above questions, you may be required to complete a Special Events form**

Weekday Hours	Minimum 2 hours	Additional 2 hours	Clean-up Fee (if applicable)	Fees Due
5:30 pm – 7:30 pm	\$40.00	\$40.00	\$20.00	
8:00 pm – 10:00 pm	\$40.00	\$40.00	\$20.00	
Weekend Hours	Minimum 2 hours	Additional hour	Clean-up Fee (if applicable)	Fees Due
Saturday 9:00 am – 10:30 pm	\$40.00	\$20.00	\$20.00	
Sunday 1:00 pm – 10:30 pm	\$40.00	\$20.00	\$20.00	

*\*Reserved time must include event set-up and clean-up needs.*

**Rules and Regulations**

- Users must adhere to the *Gymnasium & Activity Center Policies & Procedures*.
- Fees are required upon submission of application and are non-refundable.
- The City will allow **one (1)** change to an existing reservation with a **seven (7)** calendar day advanced notice.
- No firearms, fireworks, glass containers, or alcoholic beverages permitted.
- Per fire code, maximum capacity in the Gymnasium & Activity Center is not to exceed 100 persons.
- The responsible party listed above must be present throughout the entirety of the reserved time.
- Some events will require the presence of a Security Officer. If a Security Officer is needed, you will be advised when your application is approved. The cost is \$25.00 per hour per Officer and must be paid in cash at the beginning of the event. Note: Events that warrant the use of a Security Officer, per the discretion of the Police Chief, may include those that involve a large number of participants, those that may result in any destruction of person or property or those that may require additional parking.

Initials \_\_\_\_\_

My initials in the space above indicate I have read & signed the Waiver of Liability on page 2.

*(Note: Signature required on reverse side)*

*I, the undersigned, for myself and any person associated with this event/activity, do hereby release, hold harmless and agree to indemnify the City of Creedmoor, its agents and employees, from any and all liability caused by negligence or other culpable conduct on the part of me or any member of my group or employees, independent contractors, or any other party involved in the event during my use of the City of Creedmoor Gymnasium & Activity Center and insure that I will faithfully comply with the terms of this application and the City of Creedmoor Gymnasium & Activity Center Policies & Procedures. I also understand that I am responsible for any damages to the facility both inside and out and may be required to provide additional insurance.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

*To Be Completed by Creedmoor City Hall Staff Only*

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

With the following exceptions/allowances \_\_\_\_\_

Is security needed?  No  Yes If YES, how many Officers? \_\_\_\_\_ Has PD been notified?  No  Yes

Liability Insurance Obtained?  No  Yes  N/A Background Check Completed?  No  Yes  N/A

Total Fee Paid \$ \_\_\_\_\_

Date \_\_\_\_\_

Receipt # \_\_\_\_\_