



THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND SUBMITTED AS FOLLOWS:

- Submit completed application and applicable fees to: City Hall, 111 Masonic Street, Creedmoor NC 27522 during normal business hours (Monday-Friday 8am-5pm).
- Application & payment must be received by 1:00 pm for SAME DAY rental or by 1:00 pm on Friday for WEEKEND rental.

RENTER/RESPONSIBLE PARTY CONTACT INFORMATION

Applicant Name _____ Home (____) _____
 Physical Address _____ Cell (____) _____
 City _____ State _____ Zip _____

RENTAL INFORMATION

Reservation Date(s) _____ Reservation Time _____ to _____
Note: Reserved time must include event set-up and clean-up

Will you be requesting use of the concession stand? No Yes*

Is this event intended for minors? No Yes*

Do you plan to charge for this event? No Yes* If YES, what fee will you charge? _____

***If you answered YES to any of the above questions, you may be required to complete the *Special Events Form*.**

Field(s) Requested	Rental Fees	Hours Reserved*	Fees Due
Small Field	\$10/hour		
Large Field	\$10/hour		
Both Fields	\$50 (+\$100 refundable deposit)/day		

Indicate the type of activity that best describes your intended use of BC Roberts Ballfield:

- Youth T-Ball/Baseball Lacrosse Camp (describe) _____
 Adult Softball Football Other _____
 Soccer Family Reunion

RULES AND REGULATIONS

1. Users must adhere to the **BC Roberts Ballfield Operating Policies**.
2. Fees are required upon submission of application and are **non-refundable**, except where noted.
3. One (1) change to an existing reservation with a seven (7) calendar day advanced notice is allowed. **No rain dates.**
4. No firearms, fireworks, glass containers, or alcoholic beverages permitted.
5. Any organization or association intending to use the field and/or the concession stand must ensure the areas are clean following its use.
6. Some events will require the presence of a Security Officer. If a Security Officer is needed, you will be advised at the time your application is approved. The cost is \$25.00 per hour per officer and must be paid **in cash to the officer at the beginning of the event.**

Note: Events that may warrant the use of a Security Officer, per the discretion of the Police Chief, may be 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.

_____ Initial here to indicate you have read & signed the *Waiver of Liability* on page 2.

(Responsible Party Signature Required on Page 2)

Applicant Name _____

WAIVER OF LIABILITY (REQUIRED)

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 BC Roberts Ballfield/Concession Stand and insure that I will faithfully comply with the terms of this application and the City of Creedmoor Battle C. Roberts Ball Field/Concession Stand 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.

My signature below denotes that I have read, understand, and agree to the statement of waiver, as outlined herein.

Applicant Signature

Date

To Be Completed by Creedmoor City Hall Staff Only

Approved by _____ Title _____

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 # _____