



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

Type of Event _____ Location of Event _____
 Date(s) of Event) _____ Reservation Time _____ to _____
Note: Reserved time must include event set-up and clean-up
 Recurrent? Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 Total Fees Due (see page 2) _____

ADDITIONAL DOCUMENTATION REQUIREMENTS

If the event is open to public participation and **either of the following two conditions applies**, proof of liability insurance and a background check are required prior to final rental approval by city management.

- (1) The event is intended for participation by minor aged children (17 and under); AND/OR
- (2) A fee will be charged to participants.

Proof of Liability Insurance (Certificate of Insurance or Temporary Policy)

Proof of liability insurance is required to protect both the third-party user and the city against claims of injury or property damage as a result of participating in an event. Proof of liability insurance may be obtained through the company of your choice. Suggested vendors include www.kandkinsurance.com and <https://tulip.ajgrms.com/>.

Background Checks

Background checks are required for all coaches/counselors/chaperones of any event involving minor aged children (aged 17 and under). Background checks must be obtained through an official agency. Suggested vendors are www.inteligator.com or www.castlebranch.com. If your place of employment requires a criminal background check, a copy of such will suffice as long as it is current at the time of the event.

RULES AND REGULATIONS

1. **Attach the applicable facility's rental agreement form.**
2. Users must adhere to the applicable facility's *Policies & Procedures*.
3. Fees are required upon submission of application and are non-refundable. **No rain dates allowed.**
4. One (1) change to an existing reservation with a seven (7) calendar day advanced notice is allowed.
5. No firearms or alcoholic beverages are permitted in or on any city property.
6. The responsible party listed above must be present throughout the entirety of the reserved time.

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

7. 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.

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 above specified City owned facility and insure that I will faithfully comply with the terms of this application and the applicable Policies & Procedures. I also understand that I am responsible for any damages to said 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

GYMNASIUM & ACTIVITY CENTER RENTAL RATES

Weekday Hours	2-hour Minimum	Each Additional Hour	Clean-up Fee (if applicable)	Fees Due
5:30 pm – 7:30 pm	\$40.00	\$20.00	\$20.00	
8:00 pm – 10:00 pm	\$40.00	\$20.00	\$20.00	

Weekend Hours	2-hour Minimum	Each 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	

BC ROBERTS BALLFIELD RENTAL RATES

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

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 # _____