



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 _____ City Resident Non-Resident

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

Number of persons expected to attend * _____ Will food be served? No Yes*
Note: \$20 clean-up fee will be charged for groups of 20 or more and/or if food will be served.

Description of Event _____

Will you be requesting use of the scoreboard? No Yes*

Is this rental intended for minors? No Yes*

Do you plan to charge admission? 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*.**

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
Creedmoor Residents^ (Basketball Only) Saturday 9:00 am – 12:00 noon	No Charge	\$20.00	n/a	
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	

^ Effective January 1, 2018, City of Creedmoor residents may utilize the current gymnasium facility at no charge for basketball only for a maximum of two (2) hours on Saturday mornings between the operating hours of 9 am – 12 noon. This rental reservation form and photo identification must be submitted at time of reservation, and photo identification must be presented at the door on the day of the rental. All rental rules remain in effect as with a paid rental.

Applicant Name _____

RULES AND REGULATIONS

1. Users must adhere to the *Gymnasium & Activity Center Policies & Procedures*.
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.
4. No firearms, fireworks, glass containers, or alcoholic beverages permitted.
5. Per fire code, maximum capacity in the Gymnasium & Activity Center is not to exceed 100 persons.
6. The responsible party listed above must be present throughout the entirety of the reserved time.
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 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.

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? _____ PD been notified? No Yes

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

City Resident Free Saturday Morning Basketball Rental: Residency & Photo ID Confirmed? No Yes N/A

Total Fee Paid \$ _____ Date _____ Receipt # _____