

CORNELIUS PARC DEPARTMENT

FACILITY RESERVATION REQUEST / PERMIT



Contact Person: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Home Phone: _____ Cell Phone: _____

Park/Gym Requested: _____ (Please complete a separate form for each request)

Field: _____ Shelter: _____ Courts: _____

Sport / Activity Scheduled: _____

Expected Number in Group: Adult _____ Youth _____

Is this reservation for a Game _____ or a Practice _____ Base Distance _____ Chalk Lines _____ Mound Distance _____

Reservation taken by: _____
Reservation approved: _____
Amount paid: _____
Date: _____
Method: _____

Days of week	Date(s)	Starting Time	Ending Time
Monday (s)			
Tuesday (s)			
Wednesday (s)			
Thursday (s)			
Friday (s)			
Saturday (s)			
Sunday (s)			

REGULATIONS

- Full payment will be due at time of reservation confirmation.
- Renter must be able to show receipt upon request.
- Person in charge shall be responsible for conduct of group and any damages to property.
- Area is to be cleaned after use and trash put in appropriate receptacles.
- No alcoholic beverages or glass containers allowed. No tobacco use of any kind allowed on park property.
- In the case of inclement weather, Cornelius PARC Department will reschedule the event for another time (based on availability). Refunds will not be given in the event of inclement weather. Reschedules MUST be made within 1 month of the original reservation date. See Weather Hotline number below. The PARC website will also list closures under "Field Conditions" Monday-Friday excluding weekends and holidays.
- Cancellations must be made at least 1 day prior to event. The cost will be refunded minus a 10 percent administrative cost. No refunds will be given if cancellation is less than 1 day.
- For field, gym and court rentals, this form must be accompanied by a signed Facility Use Agreement.

I have read completely and understand fully the regulations of this permit.

Signature of Authorized Representative of Organization

Date

Please return forms to:

**Cornelius Town Hall
Attn: PARC Department
PO Box 399
Cornelius, NC 28031**

**Phone: 704-892-6031 x 160
Fax: 704-896-2462**

WEATHER HOTLINE: 704-896-2460 x 290