

**NEW BERN PARKS & RECREATION DEPARTMENT  
USE OF SHELTER/OPEN SPACE REQUEST FORM**

PARK FACILITY REQUESTING: \_\_\_\_\_

NAME: \_\_\_\_\_ Address: \_\_\_\_\_  
(Name of individual making request)

CITY: \_\_\_\_\_ State: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE NO.: \_\_\_\_\_ WORK PHONE NO.: \_\_\_\_\_ CELL PHONE NO.: \_\_\_\_\_

NAME OF SPONSORING ORGANIZATION: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

SHELTER/OPEN SPACE REQUESTED: \_\_\_\_\_ PURPOSE/USE: \_\_\_\_\_

REQUESTING THE USE OF ELECTRICITY (IF AVAILABLE-CIRCLE CHOICE) **YES NO (If yes, complete back of form)**

**\*REQUESTING ACCESS GATE OPEN FOR THIS RESERVATION (CIRCLE CHOICE) YES NO**

\*Reason: ie: bringing large cooker)

NUMBER OF PERSONS EXPECTED FOR EVENT: \_\_\_\_\_ If admission fee, please state amount : \_\_\_\_\_ (see Rule #5)

**Tents and Bounce Houses cannot be used without prior approval**

DATE OF ACTIVITY: \_\_\_\_\_ HOURS: \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

CHECK ANY "NON-FACILITY" FURNISHINGS THAT YOU WOULD LIKE TO BRING (MAY REQUIRE APPROVAL):

COOKER \_\_\_\_\_ STAGE \_\_\_\_\_ DJ/SOUND SYSTEM \_\_\_\_\_ OTHER-PLEASE EXPLAIN: \_\_\_\_\_

**USE OF FACILITY RULES AND REGULATIONS (PLEASE READ AND SIGN BELOW)**

1. **NO ALCOHOLIC BEVERAGES** allowed on City property or inside any City facility.
2. User is responsible for any damages incurred during use of the facility. **USER MUST LEAVE FACILITY CLEAN.**
3. Any and all fees for use of facility must be paid in advance.
4. New Bern Parks & Recreation Department reserves the right to require large groups to obtain extra security personnel.
5. City facilities may not be used for buying or selling of goods or services for profit without written permission from Director of Parks and Recreation Department.
6. Any fees charged, including entry fees, must be fully explained. Please attach sheet with this information, if needed.
7. Loud music and noise, which can be heard beyond the immediate area of the picnic shelter, is prohibited. This includes radios, record players, loudspeakers, amplifiers or persons playing musical instruments. City Ordinance 50, Section 42.

I have read the above rules and regulations and agree to follow them. \_\_\_\_\_

Signature (must be 18 or older)

REQUEST APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT No. \_\_\_\_\_

FEE: \$ \_\_\_\_\_ CLEANING DEPOSIT: \$ \_\_\_\_\_ -- STAFFING NEEDED: \_\_\_\_\_ YES  NO

STAFF ASSIGNED: \_\_\_\_\_ None

REQUEST DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

IF DENIED, PLEASE STATE REASON: \_\_\_\_\_

**Return Address:** New Bern Parks & Recreation Department, Administrative Office  
P. O. Box 1129  
1620 National Avenue  
New Bern, North Carolina 28563  
Attention: Nancy Donahue, Administrative Assistant  
Office: (252) 639-2901 Fax: (252-636-4138)