

This form must be submitted at least 30 days prior to event before approval can be determined

**NEW BERN PARKS & RECREATION  
FACILITY AND EVENT APPLICATION  
(Please complete this form in its entirety)**

**Section I:**

Date of Application: \_\_\_\_\_

AREA REQUESTED: \_\_\_\_\_

Date of Reservation or Event: \_\_\_\_\_

Rain Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Non-Profit Organization?  Yes  No

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Is this a charitable fundraiser event?  Yes  No

Home Telephone Number: \_\_\_\_\_

If so, name of charity and contact name: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose: \_\_\_\_\_ Is this an ongoing event?  Yes  No (If yes, please include a listing of dates and times)

Will you require road or park closing?  Yes  No **\*If yes, describe in detail and attached an explanation and map of the area you will need closed**

Number of persons expected: \_\_\_\_\_ If admission fee, please state amount: \_\_\_\_\_ (see rule #5)

Will extra security be used:  Yes  No (Extra security may be required at the organizer's expense)

List any special requests you may have (example: road closure, bleachers, etc.) \_\_\_\_\_

Facility Requested (check one)  Stanley White Recreation Center  West New Bern Recreation Center  CRC

**Indoor facility area requested (check all that apply)**

Meeting Room	Kitchen	Multi-Purpose Room	
Game Room	Fitness Area	Gym	Other:

**Parks/outdoor facility area requested (check all that apply)**

Union Point	Glenburnie	Henderson	Pierce
Morgan	Lawson Creek	George St.	Kafer
Pleasant Hill	Parrott Park	FT. Totten	Other:

**Facility area requested (check all that apply)**

Boat Launch	Soft ball/Baseball field	Soccer/Multi-purpose Field	Horseshoe court(S)
Shelter	Basketball Court	Disc Golf Course	Parking Lot
Playground/Kidsville	Tennis Court	Volleyball Court(s)	Other:

**SUMMARY OF ANTICIPATED USAGE:**

Facility/Space	Day(s) of the Week (Monday-Sunday)	Beginning Date	Ending Date	Set-up/Start Time	Takedown/End Time	Total Hours

Purpose for use of space (describe event in detail) \_\_\_\_\_  
Use separate sheet if necessary.

Equipment Requested (if applicable.....please be specific) \_\_\_\_\_

Do you have liability/property damage insurance? No\_\_\_\_\_ Yes\_\_\_\_\_. Please attach a copy of the certificate of insurance.

Will Participants be charged a fee? No\_\_\_\_\_ Yes, amount \$\_\_\_\_\_

Will spectators be charged a fee? No\_\_\_\_\_ Yes, amount\$\_\_\_\_\_

## SECTION II

## NEW BERN PARKS AND RECREATION DEPARTMENT

### FACILITY & EVENT RENTAL PROCEDURES

1. An application should be obtained from the New Bern Parks and Recreation, Administrative Office or recreation center. Once the application is completed, return to the location where the application was obtained at the following address:  
New Bern Parks and Recreation Administration: 1620 National Ave., P.O. Box 1129, New Bern, NC 28560  
Stanley White Recreation Center: 901 Chapman St., New Bern, NC  
West New Bern Recreation Center: 1225 Pine Tree Drive, New Bern, NC  
Community Resource Center: 908 Bloomfield St., New Bern, NC  
To facilitate booking procedures, two dates should be included with the application.
2. **A two (2) week minimum advance notice prior to event is required for approval and processing of all applications.**
3. The bill must be paid in full, ten days after confirmation of reservation from the New Bern Parks and Recreation office.
4. Requests for refunds should be made in writing, with a copy of the Application attached. (see refund policy – Section 2, page 3)
5. Please make payment(s) at the appropriate location..... The New Bern Parks and Recreation Department, 1620 National Avenue., New Bern, NC 28560 **or** mailed to: New Bern Parks and Recreation, P.O. Box 1129, New Bern, NC 28563. Make checks/money orders payable to: **City of New Bern**

### Park Rules

1. **No Alcoholic Beverages** are allowed on City property or inside any City facility. Sec. 50-30
2. No function shall be sponsored by, or associated with an alcoholic beverage company or distributor.
3. All signage must be approved through New Bern Parks and Recreation.
4. Park hours are 6:00 a.m. to 11:00 p.m.
5. User is responsible for any damages incurred during use/abuse of the facility
6. All trash, garbage, bottles, cans, paper, etc. must be disposed of in trash containers provided nearby. **User must leave facility clean.** Sec. 50-27
7. Fees for use of facility must be paid in advance.
8. New Bern Parks and Recreation reserves the right to required large groups to obtain extra security personnel.
9. City facilities may not be used for **buying or selling** of goods or services for profit. Sec 50-29
10. Any fee charged, including entry fees, must be fully explained.
11. Loud music and noise, which can be heard beyond the immediate area of the reserved area is prohibited. This includes radios, CD's, loudspeakers, amplifiers or persons playing musical instruments. Sec. 50-42
12. Overnight camping permitted only with written permission from the Director of the Parks and Recreation Department.
13. Fire permitted only in grills and fireplaces. Sec. 50-53
14. Firearms are strictly prohibited in all City parks. Sec. 50-32
15. Parking permitted only in parking areas. Sec. 86-29
16. Tents & amusements (i.e.; bounce houses) prohibited without written permission from the NBPR and **must provide insurance policy with the City of New Bern named as an additional insured.** Privilege license requirements apply.
17. Owners must keep pets on a leash at all times, and clean up after them. Sec. 6-28 & 6-32
18. Moving, defacing, or destroying property in City parks is prohibited. (Signs, picnic tables, trash cans, grills, trees, shrubs, etc.) Sec. 50-26
19. Reserving a section of a park does not give you the authority to block thru-traffic or close the park to other visitors. Parks will remain open to other guests. Retain your Proof of Reservation during your function. It is proof that you have reserved a portion of the park.
20. Pursuant to 115C-524 of North Carolina General Statutes, no liability shall be attached to The City of New Bern Parks and Recreation Department individually or collectively, for any injury to any person or persons resulting from the use of a facility or park. The user may be held liable for injury to persons in attendance and damage to property and agrees to obtain public liability and property damage insurance naming the City of New Bern as the insured for each use.
21. The user agrees to have a representative of the sponsoring organization on hand at all times when a facility or park is being used. This representative is responsible for making sure that all Parks and Recreation regulations are followed.
22. All fire regulations including the number of occupants that are allowed in a building must be followed.
23. The user must provide age-appropriate adult supervision at all times.
24. New Bern Parks and Recreation Department may require uniformed security officers from the Police Dept. to be present and on active duty during the event. The applicant will pay for uniformed security officers to provide proper supervision. The applicant will be responsible for scheduling official security and for taking such measures as needed to protect City property while in their possession. Upon acceptance of this agreement, documentation of an official security agreement must be presented to the Administrative Office of The Parks and Recreation Department no later than ten business days prior to the event. The applicant understands that they will not be permitted to use the facility/park again, if these measures are not taken.
25. Where applicable and prior to use, a member of the organization that is renting a facility will be provided a tour, with a center supervisor or designee, and note pre-event facility condition **on an approved checklist.** After the event, the same people will tour the facility and, (if applicable) a written damage report will be submitted to the renter, outlining the charges due for damage recovery.

**Center Guidelines**

- 1. Food/drinks in designated areas only.
- 2. No posters, signs, decorations, etc. may be attached by any means (including tape) to the walls of the facility.
- 3. Curtains in facilities cannot be moved or changed. Banners, decorations, etc. cannot be attached to the curtains with pins, glue or any other way. Nails, pins, tacks, glue etc. may not be used to secure scenery or decoration to floors, walls, etc.
- 4. Only Center personnel will be allowed in mechanical areas and control rooms
- 5. Center supervisor/or designee has discretion to deny or restrict use of rooms, areas, or equipment that are deemed to be subject to possible use during rental activity.
- 6. Maximum of 10 hours per rental per day, including set-up and clean-up.

**Gymnasium Guidelines**

- 1. No street shoes will be allowed on the court. Participants must wear sneakers/athletic shoes.
- 2. Any posters or wall hangings must be removed at the end of the rental, and must leave no damage.
- 3. Furniture or heavy objects on the gym floor may be used only by permission of the center supervisor.
- 4. Food/drinks in designated areas only.
- 5. Locker rooms, shower facilities, and City owned athletic equipment are not available for use unless approved by the center supervisor.

**Rental Policies/ Procedures**

- 1. Submit a pre-event application. If your activity is approved, you will be invited to complete an event application; any fees and charges are to be paid in full within ten (10) business days of approval. If the reservation is not paid within stated time period, the reservation will be cancelled
- 2. An application and information packet should be obtained from the facility that is to be rented.
- 3. If the supervisor recommends approval of the event, he or she will notify the user that the date is available.
- 4. Once the application is completed, and all applicable charges have been collected, the rental is confirmed. The renter receives a copy of original application; the site maintains copy and forwards original to Parks and Recreation Administration.  
**NOTE:** The bill must be paid in full, ten business days prior to the event. If the bill is not paid by this deadline, the booking will be cancelled.
- 5. Requests for refunds should be made in writing, with a copy of the rental application attached.

**New Bern Parks and Recreation Department  
Facility use Cancellation/Refund Policy**

Cancellation 30 days prior to event.....	100% refund
Cancellation less than 30 days, but 15 or more.....	50% refund
Cancellation less than 15 days, but 7 or more.....	25% refund
Cancellation less than 7 days.....	0% refund

Note: "Same Day" cancellations, due to **severe weather systems** (storms, hurricanes, high winds, and cold) or facility damage/closure, will be rescheduled on the first available date of the customer's choice, or fee returned in full.

**Section III**

**Event Information**

Attach a copy of the event site plan. Include on the map, the stage, other entertainment, activities, food and beverage booths, restrooms and port-a-johns, ticket booths, sponsor booths, fencing, etc. **(REQUIRED)**

\*Is event for fund raising purposes?  Yes  No Will you be charging admission?  Yes (if yes, state how much \$ \_\_\_\_\_)

Will there be any type of concessions?  Yes  No Will there be music?  Yes  No what form? (Band radio) \_\_\_\_\_

Describe music arrangements in detail, including time frame music will be played: \_\_\_\_\_

\*\*Will there be amusement rides? If yes, provide name of company and type of amusement rides (bounce house, mechanical rides, etc.) \_\_\_\_\_

Will you require electricity?  Yes  No Will you be setting up tents for this event?  Yes  No

Who will provide clean up service for event? \_\_\_\_\_

All security requirements will be determined by the City of New Bern Police Department at: 672-4196.

Are you requesting services from the City of New Bern?  Yes  No

If yes, what services are you requesting? (Additional fees may apply) \_\_\_\_\_

**The information I have provided on this application is true and complete. If this application is approved, I understand that I may be asked to pay a deposit as well as furnish a certificate of general liability insurance naming the City of New Bern as an additional insured. I agree to provide a notarized financial statement of event to the New Bern Parks and Recreation Department if requested to do so. I understand that a Parks and Recreation sponsored activity has precedence over the above schedule, and I will be notified of any conflicts (should any arise) in the adequate time to reschedule my event. I have read all rules and regulations and understand and promise to abide by all set forth.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE (IF APPLICABLE)

\_\_\_\_\_  
DATE

**-----FOR OFFICE USE ONLY-----**

REQUEST APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

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

STAFF ASSIGNED: \_\_\_\_\_

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

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

Please return completed application to:

New Bern Parks & Recreation  
P.O. Box 1129  
1620 National Avenue  
New Bern, NC 28560  
Telephone: 252-639-2901  
Fax: 252-636-4138



REF: Name: \_\_\_\_\_

Sponsors Name: \_\_\_\_\_

Event Name \_\_\_\_\_

Event Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**DEPARTMENTAL COMMENTS**

(For office use only)

**Note:** Please sign, date and send to the next department. This is different from the Activity Request form.

Chief of Police/Date: \_\_\_\_\_  
Frank Palombo or Designee  
(252)672-4190 or 672-4193

Director of Public Works/Date: \_\_\_\_\_  
Mark Stephens or Designee  
(252)639-7500

Electrical System Director/Date: \_\_\_\_\_  
Jon Rynne or Designee  
(252)639-2820

Fire Chief/Date: \_\_\_\_\_  
Bobby Aster or Designee  
(252)639-2931

Chief Building Inspector/Date: \_\_\_\_\_  
Johnny Clark or Designee  
(252)639-2940

Recreation Director/Date: \_\_\_\_\_  
Thurman Hardison or Designee  
(252)639-2900

**Please return form to: Parks & Recreation Administration by \_\_\_\_\_**

Revised: 5/18/11