

FACILITY USE APPLICATION AND PERMIT

Facility was left in satisfactory condition and key returned.

Refund of \$_____ (deposit/other) to be processed.

Notes: _____

OFFICE USE ONLY: Permit # _____

Receipt # _____

Payee _____

Ck#/Cash/Credit Card _____

Amount _____

Date _____

Signature of Supervisor

Date

Failure to return a key in a timely manner may mean forfeiture of deposit as explained in the policy. KEY # _____

Facility Requested _____ Date of Event _____

Type of Activity _____ Time of Event _____

Approx. # of People Attending _____ # of Police to be Present _____ (Required for some events)

Please provide any further relevant information on reverse side of form.

Will concessions, products or tickets be sold, donations or admissions charged? _____

Refer to policy for commission obligations.

Charges: # Hours _____ @ \$ _____ /hour Deposit _____ Total \$ _____ *No Charge (Check Here)

Fees are due in full when making reservation.

*Authorization _____

Name of Group/Event/Company _____

Internal Organization Organization with valid 501 C (copy must be attached or on file to be considered). (Check if applicable)

Contact Person _____ Resident of the City of Concord _____ or NonCity Resident _____

Contact person required to be on the premises during the entire event.

Address _____ City/State _____ Zip _____

Email Address _____ Driver's License # _____

Home Phone _____ Cell Phone/Business Phone _____

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the City of Concord from and against any and all loss, costs, damages, expense and liability causes by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees or invitees. I understand that a 48 hour notice is required for changes or cancellation.

I understand that all banners, signs or flyers must be pre-approved by Deputy Director.

The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that it is my responsibility to pick up keys to locked facilities one day prior to use and that facility will be unavailable for my use if not picked up. If your reservation is on Saturday, Sunday or a Holiday, please make arrangements to pick up necessary keys on Friday before event between the hours of 8:00 a.m. and 5:00 p.m. I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or further charges.

Today's Date _____ Signed _____

(I certify that I am at least 21 years of age and that all information is correct)

NOTE: Permit is not valid until approved and signed by authorized personnel as listed above.

For Office Use:

Employee Completing Application _____ Date _____

APPROVED DISAPPROVED SUPERVISOR _____ Date _____

APPROVED DISAPPROVED PARKS AND RECREATION DIRECTOR _____ Date _____

ACTIVITY INFORMATION FORM



Activity or Program Title: _____

Location: _____

Projected days of the week: _____ Month/Year: _____

Program dates: _____ Season: _____

Minimum/maximum participants: _____ Projected fee per person: _____

If this program is for youth, what is the number of adults to children: _____

Detailed Description of Event or Program: (Include any special equipment you are requesting to bring to this event)

COOKING: Do you plan to cook? Yes No

Cooking allowed in designated areas only. Advance approval is required for use of grease/deep fat frying. Proper grease and oil disposal is required. All events that require open flames (cookout, barbecue, etc.) must comply with all fire codes of the State of North Carolina and the local ordinances of the City of Concord.

BANNERS, SIGNS, FLYERS: Do you plan to post banners, signs or flyers? Yes No

Posting of all banners, signs or flyers must be pre-approved by Deputy Director.

Potential Sponsor: _____ Sponsor Fee: _____

Activity Leader: Staff Contractor Volunteer Other _____

Instructor Name: _____ Instructor Phone # _____

Instructor Qualifications: _____

Instructor contract information completed and filed? _____

Contact Name: _____ Contact Phone # _____

Contact Address: _____

Email: _____

Contact's Signature: _____

I certify that all information is accurate to the best of my knowledge and that failure to give thorough and accurate information could mean forfeit of deposit and/or further charges.

Center Supervisor: _____ Date: _____