



Iredell County Parks & Recreation

Jennings Park: Facility Use Request Form

Applicant Information					
Applicant Name			Email		
Address (Street, City, State, Zip)					
Phone #1			Group/Event Name		
Phone #2			Date(s) Requested	# of Attendees	
Type of Event	<input type="checkbox"/> Athletic/Team Sports Event* <input type="checkbox"/> Reception/Party/Reunion <input type="checkbox"/> Meeting/Class/Program <input type="checkbox"/> Other _____				

Facility Information						
Facility	<input checked="" type="checkbox"/>	Area (Circle/List Specifics)	Fee	Time Requested	Total Hours	Amount Due
Jennings Park	Parking: Multiple paved lots available. Please do not park in grass areas without prior ICPRD approval.					
	<input type="checkbox"/>	Baseball Field #1- No Lights	\$15/hr, \$100/day			
	<input type="checkbox"/>	Baseball Field #1- With Lights	\$35/hr, \$150/day			
	<input type="checkbox"/>	Baseball Field #2- No Lights	\$15/hr, \$100/day			
	<input type="checkbox"/>	Baseball Field #3- No Lights	\$15/hr, \$100/day			
	<input type="checkbox"/>	Baseball Field #3- With Lights	\$35/hr, \$150/day			
	<input type="checkbox"/>	Baseball Field #4- No Lights	\$15/hr, \$100/day			
	<input type="checkbox"/>	Baseball Field #4- With Lights	\$35/hr, \$150/day			
Additional Charges	<input type="checkbox"/>	Line/Paint a Field (Pre-marked)	\$25/field			

REMINDERS (See "Facility Use: Rules & Regulations" on page 2 for complete information)

- Reservations are due at least 2 weeks prior to requested date(s), and are first-come, first-served. Reservations required for enclosed buildings & usage by teams.
- Full payment is due at time of reservation (with application submission).
- Reservations are not valid until full payment has been submitted, AND the "Facility Use Request Form" has been APPROVED by ICPRD.
- Time needed for set-up or clean-up should be included as part of your requested time.
- Cancellations: Fees are non-refundable. Cancellations at least 1 week prior to the event start may be considered for rescheduling.
- Applicants will be provided a copy of the completed application upon approval (signed by ICPRD), and need to keep it with them during their reservation.
- See the "Facility Use: Rules & Regulations" page for events that may require the "Special Events" form (i.e. tournaments, festivals, etc).
- *Alcohol is not permitted on ICPRD properties.* Proposals for events with alcohol must be submitted to the ICPRD Director, and approved by the Recreation Advisory Committee and the Board of Commissioners.
- Prohibited: tobacco use/smoking, loitering, glass containers, littering/dumping, non-authorized off-road vehicles.
Prohibited *without a permit and/or approval* : tents/stages/inflatables/etc, weapons/firearms, fireworks, alcoholic beverages, overnight parking, soliciting funds/donations, selling goods/services, excessively loud or prolonged noise/music. Unleashed pets only allowed in designated areas (if available).
- *Reservations required for organized teams to use athletic fields (soccer, baseball, etc).
- **IMPORTANT NUMBERS: Facility Services/Maintenance (On-Call): 704-902-2284, Iredell County Sheriff's Dept: 704-878-3180**

Notes/Details:

I, authorized agent for group, assume full responsibility for any damages to County equipment and/or property that occur as a result of the requested use. I understand that Iredell County and its staff will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above named group and our property during our requested use of the facility. The applicant/group shall indemnify and hold harmless Iredell County against any and all claims that occur from the event. I have read and understand the provided rules and regulations governing the use of the facility; our group will comply with the regulations, policies, and fee schedule for this facility.

Applicant Signature _____ **Date** _____

OFFICE USE			
FEES	FORMS/APPROVAL		POST EVENT
Rental Amount(s):	Date Form Received:	Inspected By:	Date Inspected:
Deposit Amount(s):	Request Approved: YES NO	Facilities/Grounds Clean? YES NO	
Other Amount(s):	Date Approved:	Facilities/Grounds Damaged? YES NO	
Total Fees Due:	Approved By:	Security Deposit To Be Refunded? YES NO N/A	
Date Fees Paid:	Permit Copy to Client (Date):	Date Deposit Refund Submitted:	
Date Receipt Sent:	Other/Notes:		



Iredell County Parks & Recreation

Facility Use Rules & Regulations

Keep a copy of these rules, and the approved application, with you during your reservation.

- 1. A "Facility Use Request Form" and full payment must be submitted to the Iredell County Parks & Recreation Department 2 weeks prior to the requested date(s) of use.** Date(s)/time(s) requested should include preparation/set-up and clean-up time. Reservations are first-come, first-served and are subject to availability and approval by ICPRD. Reservations are required for athletic fields & enclosed buildings.
For Special Events, the "Special Events: Facility Use Request Form" form is required 6 weeks prior to requested date(s).
- ICPRD will determine if a request will require the standard facility request form, or if it will be considered a special event.
"Special Event" criteria may include: multiple areas reserved, high capacity, open to the public, fees charged, vendors present, insurance required, etc. This could include, but is not limited to: tournaments, festivals, walk/run events, fundraisers, large scale public or private/commercial events.
- Site Suitability: Requests will be evaluated on (but not limited to): compatibility of the event with existing uses/users, public safety, intensity & frequency of other park uses/users, availability of amenities (restrooms, parking, trash, power, etc), park condition & preservation (environmental impact, season, time, intensity, duration, etc).
- Full payment & any deposits are due at time of reservation approval (with application for non-special events).** Special Events: Some organizations may be invoiced, ONLY with prior approval from ICPRD (25% non-refundable deposit required). Deadlines for remaining balances must be met. Events may be cancelled for overdue fees, and/or may be charged additional fees for late payments. Additional fees may be charged for: lining/painting fields, event set-up/clean-up, damage fees, etc
- Reservations/requests are not valid without the completed "Facility Use Request Form", fees paid in full, and the request approved by ICPRD.**
- Cancellations: Fees are non-refundable.** Cancellations at least 1 week prior to the event start may be considered for rescheduling (within 3 months of event date). Deposits are not refundable prior to the reservation date, and/or in the event of a cancellation. Cancellations due to inclement weather or emergency situation (during or prior to event) may be considered for rescheduling (or partial refund with Director approval) on a case-by-case basis, and are at the discretion of ICPRD. Cancellations due to lack of event participation (or failure to follow event requirements) will not be considered for rescheduling/refund of paid fees.
- Concession areas and/or community buildings: Security deposits are required. Rental/use fees are not refundable. Security deposits may be refunded AFTER the event, provided that clean-up procedures have been followed and no damage is reported upon post-event inspection. Food is not to be sold without prior Vendor approval or Concession MOU, and/or proper permits/inspections. ICPRD may require a percentage of sales or an upfront fee.
- Community Buildings: Applicant must be on-site during reserved times.
- Public or commercial events (festivals, sporting events, tournaments, etc) are required to have Event Liability Insurance in the amount of \$1,000,000, with Iredell County named as an additional insured for the date(s) of the event. Insurance information must be submitted to ICPRD at least 30 days prior to event date. Commercial Events will also require Workers Compensation insurance. Some events may require additional permits and/or contracts in order to be approved.
- Normal hours of park operation are ~9:00am until dark (may close with inclement weather). Usage outside of these times must have prior ICPRD approval.
- Reservations required for organized teams to use athletic fields (soccer, baseball, etc).
- The applicant/group to which this permit has been issued shall be liable for any damages, loss, or injury sustained. The applicant/group shall indemnify and hold harmless Iredell County against any and all claims that occur from their event.
- A copy of the APPROVED request form must be in the possession of the group while using the facility. If another group/person is using the reserved area during your scheduled time, present this form and politely ask them to leave. Contact the Iredell County Sheriff's Office if resolution is needed.
- Removal or repositioning of ICPRD property (goals, benches, bleachers, etc) is not allowed. Contact ICPRD 72 hours in advance if changes are needed.
- Parks and/or amenities may close with inclement weather. Field/trail use is prohibited (even with a request form) with: standing water, steady or heavy precipitation (or forecasted), lightning/electrical storms, or the area is deemed unsafe, unusable, or unavailable by park staff or local authorities.
- Use of smoke producing tobacco and all smoking alternative products is prohibited on Iredell County grounds and park systems, per County Ordinance.
- The following are prohibited: tobacco use/smoking, loitering, glass containers, littering/dumping, non-authorized off-road vehicles.
The following are prohibited without a permit/approval: tents/stages/inflatables/etc, weapons/firearms, fireworks, alcoholic beverages, overnight parking, soliciting funds/donations, selling goods/services, excessively loud or prolonged noise/music. Unleashed pets only allowed in designated areas (if available).
- Any equipment that could potentially effect field surfaces or irrigation/electrical lines must have prior approval for placement (tents, stages, inflatables, etc).
- No littering. All waste and garbage shall be disposed of in receptacles designated for this purpose. Applicant/group is responsible for leaving the area clean and trash disposed of in proper location (subject to inspection). Please move trash to large bins or dumpsters, where provided.
- The applicant/group shall not operate, stop, or park any motor vehicle except on park roads, parking areas, or other areas so designated for such use. DO NOT drive onto fields with any type of motorized vehicle. This will be grounds for permit revocation.
- ALCOHOL IS NOT PERMITTED ON ICPRD PROPERTIES. Requests for events with alcohol must be submitted to the ICPRD Director, and approved by the Recreation Advisory Committee and the Board of Commissioners. If approved, permits and additional security will be required for events with alcohol (provided & paid for by applicant/group). The process for Board approvals could take 4-8 weeks.
- Iredell County has the authority to waive fees for county-sponsored events, or provide customized rates for non-profit groups or community-based events. Verification of group/event status may be required.
- An ICPRD representative shall have the authority to revoke the permit upon finding a violation of department rules, regulations, or county ordinance. If the permit is revoked, there will be NO REFUND of any money paid. Any misrepresentation as to the nature of the event, number of attendees expected, contact or payment information, or any other falsification of documents may result in the immediate cancellation of the event and forfeiture of fees paid, and may also result in denial of future permit requests and/or legal action. Failure to pay by deadlines can result in cancellation of event.