



# TOWN OF STOKESDALE

## Facility Use Agreement

Group/Organization Using facility (if applicable) \_\_\_\_\_

Person Responsible for Event \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Driver's License Number (or picture ID: copy required) \_\_\_\_\_

Do you reside within the Town Limits of Stokesdale?  yes  no

Facility Requested: Circle all that apply:

Ball field #1   Ball Field #2   Volleyball Courts   Picnic Shelter   Concession Stand   Community Room   Kitchen

Date requested \_\_\_\_\_ Time of use: Start \_\_\_\_\_ End \_\_\_\_\_

Purpose of use of facility \_\_\_\_\_

Will food be served?  Yes  No  Vendors On-Site: Yes  No

Electric Hookup: Yes  No  Amplified Music/Public Address Systems: Yes  No

### Waiver and Release

I/We (individual or group representative) \_\_\_\_\_, understand that I/We are responsible for any injuries, accidents and damages to the Stokesdale Town Hall or Stokesdale Park at Martin's Meadow that occur while using the facility during the reserved time, and understand that the maximum capacity for the Town Hall is 100 persons according to Fire Code. I/We also understand that the use of tobacco, alcohol or drugs is prohibited. Any music and/or noise must be kept to a reasonable level. Use of grills is limited to area at Picnic Shelter. By authorization, I/We hereby approve and accept the facilities and acknowledge that I/We have had the opportunity to inspect the premises and have spoken with the supervisor or waive the right to do so. I/We accept the responsibility of supervising all persons during the usage of the reserved facilities and will be held responsible for their actions. I/We further understand that all reserved facilities and surrounding areas must be left clean, and trash removed or placed, bagged, in Town trash containers. Failure to meet contract agreement will result in loss of deposit and use of facility.

It is understood and agreed between the parties hereto that the Town shall in no way be responsible for any property damage or personal injuries arising out of \_\_\_\_\_'s occupancy of the Town-owned property leased hereunder. Further, \_\_\_\_\_ hereby agrees to indemnify and hold harmless the Town from any and all claims and demands growing out of personal injuries and/or property damage occurring during or resulting from \_\_\_\_\_'s Occupancy of the Town-owned property leased hereunder, which claims shall specifically include any attorney's fee incurred by the Town in relation to said claims or demands.

Reservations must be made at least one month in advance of the event and cannot be reserved more than 12 months in advance. One half of the rental fee to be paid when reservation if made with balance due at least two weeks prior to the event. Events not approved will receive full refund of all fees.

The Town has the right to waive fees at the discretion of the Town Council. A valid 501(c)(3) form must be provided to be eligible for not-for-profit status.

Leagues or organizations that can provide financial or in-kind support to the maintenance or operations of the athletic fields and/or facilities may be considered in lieu of monetary fees. All requests must be submitted in writing and must be approved by Town Council and a separate User Agreement shall be executed between the user and the Town.

Town Council reserves the right to cancel any event due to severe weather or field conditions that would potentially cause damage and wear and tear to the fields/facility. Town Council also reserves the right to cancel any event hosted in the Community Room should this facility be needed for a town-hosted meeting. The renting party will be given the opportunity to reschedule the event at no additional charge.

Absolutely no motor vehicles allowed on the walking trails and/or grass areas.

**Refunds/Cancellations**

30 days or more - 100% refund of rental and cleaning deposits  
 Less than 30 days - 50% forfeiture of rental fee, cleaning deposit refunded  
 Less than 7 notice - 100% forfeiture of rental fee, cleaning deposit refunded  
 Events not approved will receive full refund of all fees.

Cancellation of an event due to severe weather or some other “act of God” will not incur a charge if the event does not begin and as long as notice is provided to the Town by leaving a message at Town Hall (336) 643-4011. If the event begins, but is shortened due to severe weather or some other “act of God,” then all fees apply unless ordered to shut down by Town Staff or emergency services personnel to protect life or property.

I have read and understand the Waiver and Release, the Refund Policies, and the Rules and Regulations and I agree to these terms.

Signature of Representative or Individual \_\_\_\_\_ date \_\_\_\_\_

Town Representative \_\_\_\_\_ date \_\_\_\_\_

<b>FACILITY</b>	<b>Resident Rates</b>	<b>Non-Resident Rates</b>	<b>Cleaning Deposit *</b>
<b>PARK</b>			
Ball Field/Volleyball Courts	\$10.00/hour	\$15/hour	
Concession Stand	\$10.00/hour	\$15/hour	\$50.00
Picnic Shelter	\$25/4 hours \$50/full day	\$35/4 hours \$70/full day	\$50.00
<b>TOWN HALL</b>			
Community Room Non-Profits	\$75 No Fee	\$100	\$200
Kitchen	\$25	\$50	\$200
<b>MISCELLANEOUS CHARGES</b>			
Lost Key Fee	\$100	\$100	

\*Deposit made by separate check to be retained by the Town if Facility is not clean and in order when event is over.

**Waiver of Fees - The Town has the right to waive fees at the discretion of the Town Council.**

**COMMUNITY ROOM:** Space of approximately 30 X 52 feet with a capacity of 100 people. There is an opening to the kitchen for direct service. The Community Room includes the following: Video system with 5.5foot X 6 foot video screen and 55 inch HDTV monitor; 10 tables (5 ft x 30 inches) and 100 chairs

**KITCHEN:** The kitchen is 12X15 Feet and includes the following: Refrigerator/Freezer; Ice Machine; Oven with stove top, Dishwasher; Microwave

<b>OFFICE USE ONLY</b>	<b>Cash/Check #</b>	<b>Date &amp; Staff Signature</b>
Application Received		
Deposit Paid:		
Receipt #		
Rental Fee Paid		
Receipt #		