

**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)



Electrical Policy and Procedure for Facility Reservations

Name _____ Date of reservation _____

Facility reserved _____

The Parks Division will make reasonable efforts to provide power if outlets are available at the facility. We request that the renter **list all equipment** that will require electricity below. This will assist us in determining the total power needs and if the facility can support it.

Due to the limited power available (**15 amps**); the customer may be required by the Parks and Recreation Department to provide a generator. If outlets provided become overloaded, park staff may or may not be available to reset the breakers.

No refunds due to power overloads caused by the customer will be given.

List below all the items you will bring that require power

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Please call 349-5894 in case of emergency

Signed: _____