

YORK PARKS AND RECREATION DEPARTMENT
FACILITY USE RULES AND REGULATIONS
803-684-3742

Use of all City of York Parks and Recreation Department facilities (Recreation Center, picnic shelters, Moore Park, and ball fields) shall be on a first come, first paid basis. Programs and events sponsored by the York Parks and Recreation Department are of first priority, and use of facilities will not be allowed to conflict with scheduled department programs. Request for use of a facility should be directed to the York Parks and Recreation Department. Every effort will be made to make the facility as readily available as possible. Requests for activities of a personal nature, or a new or unusual request may be referred to the Recreation Director for approval.

The York Parks and Recreation Department reserves the right to deny or cancel a rental of any facility deemed necessary by the department. The York Parks and Recreation Department reserves the right to alter the Facility Use Agreement at any time deemed necessary by the department.

FEE STRUCTURE

The following charges pay for utilities, staff, etc. and will be assessed for the use of the following facilities:

Meeting Room	\$20/hour
Entire Building	\$40/hour
*Birthday Party	\$25/hour (2 hour maximum)
Picnic Shelter	\$25 deposit
Moore Park	\$25 deposit
Ball Field	No Charge

RECREATION CENTER RENTALS

PAYMENTS, DEPOSITS & REFUNDS

Payments for rentals will be in accordance with the provisions of the executed contract. All requests for reservations must be made at least two (2) weeks prior to the scheduled event. **In order to hold a requested date, at least one-half of the total rental amount is required at the time the contract is completed.** The balance of the rental amount must be paid in full last least seven (7) days prior to the scheduled event. NOTE: See special provision for birthday parties in preceding section.

A security deposit of \$50, in addition to the total rental amount, must be paid in full at least seven (7) days prior to the scheduled event before the rental shall be granted. The security deposit will be refunded following approval of the building conditions by the building supervisor, and the facility has been vacated no later than the time specified on the facility use agreement.

In order to receive a full refund, a rental must be canceled at least forty-eight (48) hours prior to the scheduled event. Failure to notify the department of a cancellation with 48 hours of the scheduled event shall result in forfeiture of all fees, charges, and deposits made.

SUPERVISION

The lessee is responsible for the conduct and behavior of everyone in attendance during the rental.

A member of the York Parks and Recreation staff is required at all events to ensure that city property and equipment are protected, to open and close the facility, and to provide additional assistance as needed.

When an event is scheduled at the Recreation Center and the primary attendance is youth ages 18 and under, the lessee party is responsible for providing chaperones at the rate of one per ten (10) youth in attendance. A list of chaperones must be submitted to the York Parks and Recreation Department at least seven (7) day prior to the scheduled event. Chaperones must be twenty-five (25) years or older and are subject to approval by the department.

POLICE SUPERVISION

Rentals exceeding 200 in attendance, or events open to the general public, shall require the presence of two (2) City of York police officers during the rental. In such cases, the lessee is responsible for payment to the City of York Police Department for expenses as determined by the police department at least two (2) weeks prior to the scheduled event.

REGULATIONS

No alcoholic beverages shall be permitted within the confines of the Recreation Center or on Center grounds. Smoking is prohibited in the Recreation Center.

The lessee may use all tables and chairs available by the Department. If additional tables and chairs are needed, it is the responsibility of the lessee to obtain additional tables and chairs.

All rentals shall be limited to a maximum of six (6) successive hours in length, which includes time for Center preparations and clean up. Any exception to this must be approved by the Recreation Director. Long-term rentals (those of more than one calendar day in length), weekly, and monthly rentals shall be prohibited. Rentals shall be allowed Monday thru Saturday provided that the Center is available. Rentals on Sundays, holidays, City observed holidays, and holiday weekends are not available. All rentals shall conclude no later than 10:00 p.m.

The lessee is responsible for all Center preparations, including setting up tables and chairs, and clean up at the conclusion of the rental. The Recreation Center must be left in the same condition in which it was found. The Center will be inspected by the building supervisor at the conclusion of the rental. Failure to properly clean the Center at the end of the rental shall result in forfeiture of the security deposit.

DAMAGES TO PREMISES

The lessee shall not cause or permit nails, spikes, anchoring devices, lighting fixtures, or communication devices to be driven into or affixed in any manner to any interior or exterior portion of the building without the direct consent of the supervisor, nor any posters, signs, or advertising material of any nature to be affixed to any portion or placed in part of the premises without consent of the supervisor. The lessee shall not paint, stain, color, or alter any portion of the premises or equipment within, and not permit anything to be done which might damage or change the finish or appearance of the premises or its furnishings.

The lessee shall pay the cost of repairing any and all injury and damages which may be done to the premises, including furniture, equipment, and furnishings, be in an act of the lessee, his/her employees, or guests. The supervisor shall determine whether such damages has occurred and whether the damage is of a nature that the lessee will be held responsible.

***SPECIAL PROVISION FOR BIRTHDAY PARTIES**

All provisions included in this policy shall apply to birthday parties, with the following exception:

1. A special rate is available for birthday parties for children ages 12 and under. The entire building rate for these parties is \$25 per hour.
2. Parties shall be limited to two (2) in duration.
3. Full payment is due at the time that the contract is completed, which must be completed at least two (2) weeks prior to the scheduled event.

PICNIC SHELTERS

Two (2) picnic shelters are located at the York Recreation Complex for use by individuals or groups. A handicapped accessible shelter is located at the front entrance of the park while the second shelter is located by the main parking area near field 5. Picnic shelters are available on a first come, first serve basis. However, groups may reserve a shelter by submitting a \$25 deposit to the York Parks and Recreation Department at least one week prior to the scheduled event. The shelter shall be inspected by complex staff and the deposit shall be returned provided there is no damage to the shelter and the shelter is cleaned afterwards.

BALL FIELDS

Five (5) lighted ball fields are used for youth and adult programs sponsored by the York Parks and Recreation Department. No one shall be allowed to use any ball field without permission from the York Parks and Recreation Department. Ball fields are for participants enrolled in programs sponsored by the department unless permission has been granted by the Recreation Director. Ball fields may be reserved for practices as determined by the York Parks and Recreation Department. Practices will be limited once a season has begun. York Parks and Recreation Department reserves the right to deny or cancel practice at any time deemed necessary by the department.

MOORE PARK

Moore Park, located at the corner of Kings Mountain and Congress streets, is a passive park with a gazebo and is available on a first come, first serve basis. However, it can be reserved for weddings and other function by submitting a \$25 deposit to the York Parks and Recreation Department at least one week prior to the scheduled event. The park shall be inspected by staff and the deposit shall be returned provided that there is no damage to the park and the park is cleaned afterwards.

LINCOLN PARK

Lincoln Park, located behind the York County Sheriff's Department Training Center on Lincoln Road, is a neighborhood park that is available on a first come, first serve basis. However, it can be reserved for birthday parties, cookouts, family reunions, etc. by submitting a \$25 deposit to the York Parks and Recreation Department at least one week prior to the scheduled event. The park shall be inspected by staff and the deposit shall be returned provided that there is no damage to the park and the park is cleaned afterwards. Lincoln Park consists of a playground, basketball court, tennis court, and picnic shelter.

OTHER PARKS & FACILITIES FOR RENT

Other neighborhood parks are located throughout the community and are available on a first come, first serve basis. Please contact the York Parks and Recreation Department for a list and description of each park. Most parks can be reserved by submitting a \$25 deposit to the York Parks and Recreation Department at least one week prior to the scheduled event. The park shall be inspected by staff and the deposit shall be returned provided that there is no damage to the park and the park is cleaned afterwards.

Revised October 1, 2002

**YORK PARKS AND RECREATION DEPARTMENT
FACILITY USE AGREEMENT**

_____ (NAME/ORGANIZATION) has been granted permission by the
York Parks and Recreation Department to use _____ (FACILITY) on
_____ (DATE) for the purpose of _____ (PURPOSE). The facility
shall be available between the hours of _____ - _____ (TIME), for a total of
_____ (HOURS).

PERSON RESERVING FACILITY:

NAME: _____

ADDRESS: _____

PHONE: _____

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FEE STRUCTURE:

Meeting Room	\$20/hour x _____ = \$ _____
York Recreation Center	\$40/hour x _____ = \$ _____
Birthday Party Special	\$25/hour x _____ = \$ _____
Picnic Shelter	\$25 deposit \$ _____
Moore Park	\$25 deposit \$ _____
Lincoln Park	\$25 deposit \$ _____
Other Parks	\$25 deposit \$ _____
Ball Field	No Charge
TOTAL RENTAL FEE \$ _____	

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PAYMENT:

Total Rental Fee Due	\$ _____	
Deposit Paid (1/2 total rental fee)	\$ _____	Date Rec'd _____
Balance Due	\$ _____	
Balance Paid	\$ _____	Date Rec'd _____
\$50 Security Deposit	\$ _____	Date Rec'd _____
Security Deposit Returned	\$ _____	Date Rec'd _____

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I accept full responsibility for the facility named above and agree to abide by all rules and regulations as set forth by the York Parks and Recreation Department Facility Use Rules and Regulations. I understand that the time specified above includes the time to set up and clean the facility afterwards, and that I may not enter the facility until the time specified above and that I must vacate the facility at the time specified above. I understand that I am responsible for all preparations for the event and am responsible for cleaning the facility and returning all equipment. Failure to meet all rules and regulations shall result in forfeiture of the deposit and other fees.

(Lessee Signature)

(Date)

(York Parks & Recreation Dept.)

(Date)