

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

_____ (NAME/ORGANIZATION) has been granted permission by 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). The lessee shall be allowed to enter the facility at the above time and be responsible for cleaning up and vacating the facility at the above time.

PERSON RESERVING FACILITY:

NAME: _____
ADDRESS: _____
PHONE: _____

FEE STRUCTURE:

Meeting Room	\$25/hour x _____	= \$ _____	
York Recreation Center	\$50/hour x _____	= \$ _____	
Birthday Party Special*	\$25/hour x _____	= \$ _____	*(3 hour maximum, ages 12 & under only)
Picnic Shelter	\$25 deposit	\$ _____	
Jefferson Field	\$25 deposit	\$ _____	
Moore Park	\$25 deposit	\$ _____	
Lincoln Park	\$25 deposit	\$ _____	
Other Parks	\$25 deposit	\$ _____	
Ball Field	No Charge		
TOTAL RENTAL FEE		\$ _____	

PAYMENT:

Total Rental Fee Due	\$ _____	
Deposit Paid (1/2 total rental fee)	\$ _____	Date Rec'd _____
Balance Due	\$ _____	
Balance Paid	\$ _____	Date Rec'd _____
\$75 Security Deposit	\$ _____	Date Rec'd _____
Security Deposit Returned	\$ _____	Date Rec'd _____

I accept full responsibility for the facility named above and agree to abide by all rules and regulations as set forth by York Parks and Recreation Department Facility Use Rules and Agreement. I understand that the time specified above includes the time that I am allowed to enter in the facility to make any preparations and clean the facility afterwards. 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 full deposit amount and other fees.

(Lessee Signature)

(York Parks & Recreation Dept.)

(Date)

(Date)

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

Use of all City of York Parks and Recreation Department facilities (York Recreation Center, picnic shelters, Moore Park, Jefferson Field, and ball fields) shall be on a first come, first paid basis. Programs and events sponsored by 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 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.

York Parks and Recreation Department reserves the right to deny or cancel a rental of any facility deemed necessary by the department. 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:

Entire Building	\$50/hour	
Meeting Room	\$25/hour	
*Birthday Party	\$25/hour	*(3 hour maximum, ages 12 & under only)
Jefferson Field	\$25 deposit	
Lincoln Park	\$25 deposit	
Moore Park	\$25 deposit	
Other Parks	\$25 deposit	
Ball Field	No Charge	

YORK 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 \$75, 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. Any amount of time that exceeds the rental amount will result in forfeiture of the entire \$75 deposit amount.

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.

POLICE SUPERVISION

Rentals expected to exceed 100 people in attendance, or events open to the general public, shall require the presence of a minimum of one (1) City of York police officer 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.

SUPERVISION

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

York Parks and Recreation Department 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 York 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 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.

REGULATIONS

No alcoholic beverages shall be permitted within the confines of the York Recreation Center or on the property. Tobacco products, including electronic cigarettes, are prohibited inside the York Recreation Center.

The lessee may use all tables and chairs available by York Parks and Recreation Department. All tables and chairs must be returned to their location. 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 only on Saturdays provided that the Center is available. Rentals on Sundays, holidays, City of York observed holidays, and holiday weekends are not available. All rentals shall conclude and the building vacated no later than 10:00 p.m.

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

IMPORTANT NOTE CONCERNING GYM FLOOR

For events held on the gymnasium floor where tables and chairs will be used, food and drinks will be served and eaten, high-heel shoes will be worn, or hard black sole shoes will be worn, the gymnasium floor must be covered by a protective floor covering that is available from York Parks and Recreation Department. It shall be the responsibility of the lessee to cover the gymnasium floor with the protective covering provided before the event and to return the protective floor covering at the conclusion of the rental. The lessee is responsible for cleaning the protective floor covering from any food and drinks. The time to cover the floor and remove the floor covering should be considered in the amount of time needed for the building rental.

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 have 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 three (3) hours in duration. Additional time will not be granted for the special provision for birthday parties. If additional hours are needed for a birthday party it shall be considered a rental and the special birthday party provision does not apply.
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.

OTHER FACILITY RENTALS

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 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, the shelter is cleaned afterwards, and the shelter is vacated at the specified time.

JEFFERSON FIELD

Jefferson Field, located on Pinckney Street across from York One Academy, is available on a first come, first serve basis. It is a large open area suitable for large events. However, it can be reserved for special events and functions by submitting a \$25 deposit to York Parks and Recreation Department at least one (1) week prior to the scheduled event. The field will be inspected by staff and the deposit shall be returned provided there is no damage to the park and the park is cleaned afterwards. There are no utilities at Jefferson Field. The lessee shall be responsible for furnishing power and water if needed for an event.

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 functions by submitting a \$25 deposit to York Parks and Recreation Department at least one (1) 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. There are no utilities at Moore Park. The lessee shall be responsible for furnishing power and water if needed for an event.

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. There are no utilities at Lincoln Park. The lessee shall be responsible for furnishing power and water if needed for an event.

EVENTS OPEN TO THE PUBLIC OR LARGE ATTENDANCE

Any event that is open to the general public or attendance is expected to exceed 100 people at any City of York sponsored facility are required to complete a City of York Events Form at least three (3) weeks prior to the scheduled event. See attached Events Form. The Events Form must be approved by all City of York departments before permission will be granted. Also, a minimum of one (1) City of York police officers is required during the entire event. In such cases, the lessee is responsible for contacting the City of York Police Department to schedule the officers and for such expenses as determined by the City of York Police Department at least two (2) weeks prior to the scheduled event. This includes the York Recreation Center, York Recreation Complex, Moore Park, Jefferson Field, and any other facility owned or operated or leased by the City of York.

COOKING

Any event held on City of York property or facility managed by the City of York that involves cooking food with grease, raw meat, or any such food on the property must name the City of York as additional insured for liability insurance at a minimum of \$1 million dollars. This includes private or public events and regardless of the number of people in attendance.

INFLATABLES/BOUNCE HOUSES

The lessee is responsible for securing the necessary insurance required for inflatables and bounce houses that are used on any City of York property or facility managed by the City of York. The required insurance must name the City of York as additional insured for liability insurance at a minimum of \$1 million dollars. The insurance policy must be submitted to York Parks and Recreation Department prior to the scheduled event.

The lessee is responsible for providing all necessary items needed for cooking, inflatables and bounce houses, trash receptacles, etc. No utilities or services are available on City of York property or facility managed by the City of York.

Revised May 1, 2016