POLICIES AND PROCEDURES

Shelter, Gym & Concession Stand Only (Pool/Ball Fields/Parks Not Included)
****NO ELECTRICAL OUTLETS OR WATER AVAILABLE****

- **The Shelters can be rented from April through October of each year.**
- **Reservations may be made in-person Monday through Friday at the Lentz Gym from 9:00 a.m. – 5:00 p.m. You may request a reservation date on our website that requires approval from Parks & Rec Staff. Once approved, you will have 48 hours to pay for your reservation in full (either online with a card via link sent to your registration e-mail OR in-office by cash or check).**
- **Reservations for the shelter will be made for each year beginning with the first working day in January.**
- **Reservations will not be accepted by phone. Individuals interested in reserving the shelter may call to check availability, however; the shelter will remain on a first come, first serve basis. Shelter rental payments must be made, in full, at the time of in-person reservation or within 48 hours of approval of online reservation request.**
- **Shelter is open to all individuals and groups based on availability and payment of a designated fee. **Fee schedule on back.***
- **Reservation applications must be signed by a person at least twenty-one years of age. The person signing the application will be responsible for the conduct of the group in compliance with the policies and procedures of the shelter.**
- **Sales of merchandise are prohibited. Exceptions may be made, with the approval of the Recreation Director, when the proceeds of such sales are to be used for charitable, educational, church, civic or cultural purposes.**
- **If Picnic Tables/Benches are moved, they must be moved back to original positions.**
- **You may tape signs, balloons, streamers, etc. to <u>TABLES ONLY!</u>**
  ****DO NOT TAPE, STAPLE OR HANG ANYTHING, ANYWHERE ELSE IN THE FACILITY!***
- **ONLY GAS GRILLS ARE PERMITTED. NO CHARCOAL GRILLS ALLOWED. NO COOKING/GRILLING ALLOWED UNDERNEATH SHELTER!**
- **NO ALCOHOLIC BEVERAGES, FIREWORKS OR WEAPONS WILL BE ALLOWED ON THE PREMISES!! Bounce houses, of any kind, are also prohibited.**
- **Any group not complying with the policies and procedures of the shelter could be denied future use of the facility.**

- **The Lincolnton Police Department has full authority to enforce all regulations pertaining to shelter and park use.**

- **The shelter can be reserved for whole day rentals only. Monday - Saturday will be reserved from 8:00 a.m. – 7:00 p.m.; Sunday from 3:00 p.m. – 7:00 p.m. only.**

Renter must provide the Recreation Department with a specific time that they will be arriving at the shelter. The staff member will meet with them to ensure that the shelter is clean and reserved for their event only. If the renter is not present within 30 minutes of the designated time, we cannot ensure that the shelter will be ready for their use.

- **No vehicles are allowed to park in the grass areas around the shelters.**

- **In making the shelter and park available to the general public and specified groups, the City of Lincolnton, It's Officials and employees shall be held harmless and shall assume no responsibility or liability for any loss or damage which may occur upon the premises during use as governed by the foregoing policies and procedures.**

Fee Schedule:

Facility Rental	Resident	Non-Resident
Mon. - Sat. (8:00 a.m. - 7:00 p.m.)	$50.00	$75.00
Sunday - (3:00 p.m. - 7:00 p.m.)	$40.00	$60.00

"Resident" is considered any person(s) living or owning property inside the City Limits of Lincolnton, N.C. Also, any City of Lincolnton staff or official will receive the "Resident" rate.

***All Facility Rental Fees for non-profit organizations will be staff fee only if the Facility is being used Monday – Friday. This will only apply to uses that do not include fees and/or charges. All organizations must be able to prove non-profit status.**

Cancellation/Refund Policy:

In order to receive a full refund, you must cancel at least 30 days prior to the date of your reservation. If your cancellation request falls within 30 days of your reservation date, you will not receive your money back. Any reservation made less than 30 days in advance is non-refundable.

7/01/2025

Park, Shelter, Gym and Concession Stand
FACILITY USE APPLICATION

NO ELECTRICAL OUTLETS / WATER AVAILABLE

The facility you are renting is designated for specific uses. In order to prevent any conflicts, it is necessary to describe the nature of the event prior to approval.

Lincolnton Parks and Recreation Department reserves the right to deny rentals based on the information provided; and to halt any event in progress that differs from the information listed below:

Facility: _____

General Purpose: *(Reunion, Birthday Party, Etc.)* _____

Will participants be charged a fee? _____ If yes, how much? _____

Will you be providing food/concessions? _____

If yes, will there be a charge? _____ If yes, how much? _____
(The City of Lincolnton has all rights to concession sales on Park Property unless prior authorization is given.)

Please describe the plans for the event: (Make certain to state anything that might seem out of the ordinary or extravagant. Examples might include: Live Animals, Fireworks, Amusement Rides, Concession Trailer, etc.) The City of Lincolnton reserves the right to require proof of insurance and/or security for certain events. Please note that bounce houses, of any kind, are prohibited.

_____

_____

***RESERVATION DATE: _____**

***SET UP TIME**: _____ ***END TIME**: _____

*** IF 30 MINUTES LATE, NO GUARANTEE OF SHELTER CLEANLINESS/EMPLOYEE HELP***

Name: _____
(Group or Individual)

_____

Address: _____City: _____ State: _____ Zip: _____

Cell Phone: _____ Alternate Phone:_____

Refund Policy: Refunds are available only with a 30 day cancellation notice. Any reservation made less than 30 days in advance is non-refundable. Refunds will not be given due to weather (cold temperatures, rain, etc.)

In making this facility available to the general public, the City of Lincolnton, the Recreation Commission, its Officials and its Employees shall be held harmless and shall assume no responsibility or liability for any loss or damage which may occur upon the premises of the building and/or grounds during the use of the premises as governed by the policies and procedures.

I have read the policies and procedures for the facility, and hereby agree to abide by these. I also assume responsibility to see that the facility is properly opened, operated and closed.

Signature: _____ Date: _____

Office Use Only

Facility Reserved: _____ Total Fee Due: _____ Fee Paid: _____

Date/Times To Be Used: _____Date Application Received: _____

Parks Representative: _____ Date: _____

Approved By: _____ Date: _____