



Raleigh Parks, Recreation and Cultural Resources Rental Inquiry Form



Thank you for your interest in Raleigh Parks, Recreation and Cultural Resources (PRCR) for your upcoming event. In order to best meet your rental needs, please complete the form below. *Completion of this form is not a rental guarantee.*

Applicant/Representative Name _____
(Applicant must be at least 18 years of age and will be responsible for the entire event.)

Organization (if applicable) circle one: Profit Non-Profit: _____

Federal Non-Profit with IRS 501(c)(3) Status EIN #: _____
(Organizations, please note: Non profit status requires entry of your federal EIN #. The applicant/representative is authorized to enter into financial agreements for the organization and acknowledges that all payments and refunds will be issued to the organization at the address listed below.)

Address _____

City/State/Zip _____ Email _____

Phone Number _____ Secondary Phone Number _____

Park/Facility _____ Room/Space _____

Date of Event: _____ Event Start/End Time: _____

Rental Start Time (including SET UP): _____ Rental End Time (including CLEAN UP): _____
(Note: Time should include any set-up and clean-up time needed. Set-up and clean-up are the responsibility of the renter.)

Number of participants: Adults _____ + Minors _____ = Total _____

Please indicate the number of the following you are requesting, if available (indoors only). Tables _____ Chairs _____

What type of event are you having? Please describe. _____

Please check any of the following you plan to have at or bring to your event *(Please describe as specified with line. Please note some items are only allowed at select locations. Conditions for use can be found on the back of this form):*

- | | | |
|--|--|---|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Food: | <input type="checkbox"/> Hot Air Balloons |
| <input type="checkbox"/> Amusement Rides | <input type="radio"/> Professional Caterer | <input type="checkbox"/> Inflatables |
| <input type="checkbox"/> Animals | <input type="radio"/> Food Truck or Food Vendor | <input type="checkbox"/> Music: |
| <input type="checkbox"/> Carnival, Festival or Fair | <input type="radio"/> Other food: _____ | <input type="radio"/> Amplified music: _____ |
| <input type="checkbox"/> Competition (including races) | <input type="checkbox"/> Generator | <input type="radio"/> Band |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Grill: | <input type="radio"/> DJ |
| <input type="checkbox"/> Deep Fryer | <input type="radio"/> Charcoal: onsite or other (circle) | <input type="checkbox"/> Professional Photographer |
| <input type="checkbox"/> Electronic Device | <input type="radio"/> Propane | <input type="checkbox"/> Portable Tents/Shade Structures/Canopies |
| | <input type="radio"/> Other: _____ | <input type="checkbox"/> Teen/Young Adult Party (ages 13-20) |

Other (please describe) _____

Is your event open to the public? Yes No

* If your event is open to the public, will you be giving away food, products or information? Yes No

Will you be charging admission, soliciting, selling items, including food and beverages, or accepting donations at your event? Yes No

Is your event going to be advertised? If so, how? _____

Will there be any sponsorship of your event? If so, who? _____

Will you need access to electricity? *(Note: Not all outdoor locations have access to electricity / access is not guaranteed)* Yes No

Will you need access to water? *(Note: Not all outdoor locations have access to water)* Yes No

For outdoor rentals, what is your inclement weather plan? _____

PLEASE TURN OVER TO COMPLETE FORM

(For Staff Use Only)			Approved for use: 07/01/2017
Date Received: _____	Time Received: _____	Tier: _____	

PLEASE READ AND INITIAL THAT YOU UNDERSTAND AND WILL COMPLY WITH ALL OF THE FOLLOWING:

- Alcohol:** Consumption of malt beverages and unfortified wines is permitted only at certain City of Raleigh Parks, Recreation and Cultural Resources facilities. Liquor is not permitted. An alcohol permit is required. There is a charge for this permit.
- Amusement Rides:** All rides must adhere to the State of North Carolina Department of Labor Amusement Division regulations in addition to all PRCR regulations and requirements.
- Animals:** All animal contact exhibits must comply with all regulations and requirements as provided by PRCR.
- Assembly Permit:** Rentals with 100 or more people in attendance will require an assembly permit to be completed.
- Carnivals, Festivals, Fairs:** Additional documentation may be required depending on the scope of your event, including assembly permit, certificate of insurance, inflatables permit, etc.
- Competitions (inc. races):** A Certificate of Insurance will be required. Additional documentation may also be required depending on the scope of your event.
- Dances:** Rental requests for dance require a letter of intent from the renter at least 30 days prior to the date of the event. A certificate of insurance will be required. Renter must comply with all other regulations and requirements as provided by PRCR.
- Electronics:** PRCR electronic devices may be available for use for an additional fee. Please check with the facility to see what electronic equipment they may have available. Renters may also utilize their own electronics as long they check to ensure the devices are compatible with the facility prior to your event.
- Generators:** Any rental utilizing a gas generator must comply with all regulations and requirements as provided by PRCR.
- Food:** Any rental with food must comply with all regulations and requirements as provided by PRCR.
- Grills/Deep Fryers:** Charcoal grills and single propane grills are allowed in designated areas. They are not allowed inside of buildings. The grills must be at least 15 feet away from any structure and not under coverage. They must be able to be hand-carried to the location - vehicle access may not be available. Propane grills must have a fire extinguisher on site. Deep fryers must have a white fire extinguisher on site. If a charcoal grill is used, the charcoal must be disposed of off park property.
- Hot Air Balloons:** All tethered hot air balloons must comply with all regulations and requirements as provided by PRCR.
- Inflatables:** Inflatables/Air jumpers (moon bounces) are NOT to be set up in any City of Raleigh Parks, Recreation and Cultural Resources without a written permit. There is no charge for this permit. Inflatables must be rented from a City of Raleigh approved vendor. Once the applicant has completed the permit form, it shall be his/her responsibility to submit the form for approval at least 14 days prior to the event date. For a list of sites approved for inflatables/air jumpers, please consult with the facility handling your rental.
- Music: DJs, Band or Amplified Music:** DJ/Amplified music may not interfere with other facility/park programs or rentals. All City of Raleigh noise Ordinances must be followed. Violation may result in renter being asked to leave park property prior to the end of the rental. No refund will be granted.
- Open Flame:** No candles or open flame (*sterno's are allowed under chafing dishes only if disposed of off-site*).
- Parking:** Parking is allowed in designated areas only and is on a first-come, first-served basis.
- Payment:** Payment in full is due at time of reservation, including all additional fees, except for ongoing rentals. Payments may be made in the form of cash (exact change only), check, or credit card. All reservation fees made 30 days or less **must be made by cash, money order/cashier's check or credit card.**
- Police:** Off-duty police officers will be required for certain rentals at the renters' cost.
- Portable Tents, Shade Structures, and Canopies:** All tents will be equipped at a minimum with appropriate tie downs (not staked). All tents will have the following: 5lb (A-2, BC-10) fire extinguishers (mounted) and "No Smoking" signs. There are additional requirements that shall apply based on size, type and location of larger tents.
- Professional Caterer:** Events that will utilize a professional caterer will require a Catering Permit to be completed by the caterer. There is no charge for this permit. Once the caterer has completed the permit form, it is the responsibility of the renter to submit the form to the respective park or community center office for approval at least 14 days prior to the event.
- Professional Photographer:** If the purpose of your rental is to take professional photographs or to shoot video, then the professional photographer you are using will need to have a PRCR photography permit. There is a charge for this permit and it is good for one year.
- Public Events:** These are events where attendance is not limited to invitation only or membership. An event is considered public if it is being advertised through public media such as the Internet/Social media, TV or radio. A certificate of insurance is required. Soliciting patrons is not permitted. Additional documentation may be required.
- Refund Policy:** In the event the renter cancels, all rentals will follow the PRCR refund policy.
- Restrooms at Outdoor Spaces:** Restroom access is not guaranteed for outdoor rental spaces (i.e. picnic shelters).
- Teen/Young Adult Parties:** Renter must comply with all dance and young adult party regulations and requirements as provided by PRCR.

I understand that if I have provided any false information, my event may be canceled prior to or during the event at the discretion of Facility staff and will result in the forfeiture of fees and deposits and denial of any current or future rental applications. I certify that I have read, understand and will abide by all PRCR rules and regulations that pertain to my rental.

Signature: _____

Date: _____

**RALEIGH PARKS AND RECREATION DEPARTMENT AND WAKE COUNTY PUBLIC SCHOOLS
BRIER CREEK COMMUNITY CENTER -GENERAL INFORMATION AND USE FORM**

Renter's Name _____ Rental Date: _____
 Phone Number (w) _____ (h) _____ (p/c) _____ Hours of use: _____
 Name of Organization (if applicable) _____
 This organization is: (Circle one) For Profit Non-Profit Individual/Family

Site Specific (Circle one): Gym Large Room Small Room Kitchen Picnic Shelter

Reason for rental: _____
 Number of persons you expect to attend _____ Number under 18 years old _____
 No. Tables & Size Needed: _____ No. Chairs Needed: _____
 Other special considerations or equipment: _____
 Will this rental be catered? (Circle one) Yes (Form 2) No
 Will this rental open to the public or corporate family members (excluding family picnics)? Yes (Form 3) No
 Do you plan to sell food/merchandise or charge an admission/team registration fee? Yes (Forms 3 & 4) No

Room(s) Needed:	Time(s) Needed:	No. of Hours	Rate/Hour	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Supervision Fee if after hours: _____			\$20/hour _____	_____
			Total Rental Fee: _____	_____

 Name of Responsible Person Title in Organization (if applicable)

 Address City/State/Zip Phone - Day/Evening/Pager/Cell

I understand that approval of this request does not imply exclusive use of any park/facility by our group. I have read the accompanying documentation and certify that my group will abide by all. I understand that failure to follow these rules and any others imposed by the City for the good of the group and general public will automatically terminate this agreement. I understand that the rental rate is subject to review and change. I understand that I am responsible for the safety and care of the facility and of the persons attending. I agree that the City of Raleigh retains the right to limit the use of or remove from the schedule any persons or group when it becomes necessary to do so for reasons of safety, maintenance or need for repairs. The Director of Parks and Recreation shall be responsible for decisions related to these requirements as needed.

REFUND POLICY: 100% refund/credit if Department cancels activity. 85% refund/credit of recoverable fees if patron cancels 14 calendar days or more in advance of first day of program/rental. 100% transfer of recoverable fees if patron requests a change 14 calendar days or more in advance of first day of program/rental. No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the first day of the program/rental. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. Refunds must be requested in writing.

This rental will be temporarily held upon the completion of this form, site availability verification and the securing of staff. This rental can only be confirmed when General Information Form, Site Specific Forms, Release/Hold Harmless Agreement and Fees are received. Checks/money orders should be made payable to the "City of Raleigh". **RENTALS WILL ONLY BE TEMPORARILY HELD FOR SEVEN (7) CALENDAR DAYS AFTER THE RENTOR COMPLETES THIS FORM ON THE EIGHTH (8TH) DAY, THE RENTAL DATE(S) WILL BE REOPENED TO THE PUBLIC.**

Signature of Responsible Person (must be 21+ years old) _____ Date _____

Facility Supervisor or Designated Staff _____ Date _____

I have read, understand and will abide by the information on this page given to me on this date. I understand I must comply with the City of Raleigh and the Wake County Public School Policy 7400 & 7401.

 Initials of Renter Date

Office Use Only: (initial & date)	Given	Rec'd
*General Information Form	_____	_____
*Rules and Regulations Information	_____	_____
*Release & Hold Harmless Agreements	_____	_____
(1) Assembly Permit (100 people)	_____	_____
(2) Catering Permit	_____	_____
(3) Certificate of Insurance	N/A	_____
(4) Vendor/Concession/Admission Fee	_____	_____
Fee Amount _____ Sec Dep _____ Refund _____		
Check # _____ MCard _____ Visa _____		
Receipt # _____		

RALEIGH PARKS AND RECREATION DEPARTMENT AND WAKE COUNTY PUBLIC SCHOOLS
RELEASE AND INDEMNITY AGREEMENT

EQUAL OPPORTUNITY: The City of Raleigh Parks and Recreation Department and Wake County Public School System do not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of service, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunity, US Department of the Interior, Washington, D.C. 20240.

CITY OF RALEIGH AND WAKE COUNTY PUBLIC SCHOOL SYSTEM
RELEASE AND INDEMNITY AGREEMENT

WHEREAS, the undersigned has requested the use of services, equipment, or facilities belonging to or under the auspices of the CITY OF RALEIGH AND THE WAKE COUNTY PUBLIC SCHOOL SYSTEM, North Carolina, and do engage in activities for the executive benefit of the undersigned; and
WHEREAS, the CITY OF RALEIGH AND THE WAKE COUNTY PUBLIC SCHOOL SYSTEM do not wish to be liable for any damages arising from personal injury or property damage sustained thereby;
NOW, THEREFORE, In consideration of the mutual promises and other good and valuable consideration, the undersigned does hereby for himself, his heirs, executor, employers, successors or administrator, and personal representatives:

- A. Assume full responsibility for any personal injury or any damage to his/her personal property which may occur directly or indirectly in the course of (fully describe the activity/rental and date of occurrence)

- B. Fully and forever release and discharge the CITY OF RALEIGH AND THE WAKE COUNTY PUBLIC SCHOOL SYSTEM, its agents, officials, and employees, from any and all claims, demands, damages, rights or action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the above described activity/rental.
- C. Agree that it is the intent of the undersigned that this RELEASE AND INDEMNITY AGREEMENT shall be in full force and effect any time after the execution hereof.

Name of Person Responsible for Rental _____ Dated at Raleigh, NC the ____ day of _____
20____, at ____ o'clock pm/am

Signature of person Responsible for Rental (must be at least 18 years old)

WITNESS:

Address, City, State and Zip _____

Signature

Telephone Number day/evening/pager/cell _____

Signature

Raleigh Parks and Recreation Rentals Condition of Use Permit/City Code Information

Inflatable or Amusement Activities

Inflatable/Air Jumper Permit Process needs to be followed.

DJ or Amplified Music

Noise – That which is unreasonable loud, annoying, frightening, loud and disturbing or unnecessary shall be unlawful (Code 12-5006 and 12-5007). Maximum Noise Limitations dB(A) are as follows – d = daytime (7:00a.m. to 11:00p.m.)- Residential: d = 55.

Portable tents, shade structures or canopies

NC Fire Code (2403.2) Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected or maintained for any purpose without first obtaining a permit and approval from the fire code official.

NC Fire Code (2403.8.5) Fire Break. An unobstructed fire break passageway or fire road not less than 12 feet wide free from guy ropes or other obstructions shall be maintained on all sides of all tents, canopies and membrane structures unless otherwise approved by the fire code official.

NC 2403.9 Anchorage required. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing.

NC Fire Code 2402.6 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "no Smoking" signs shall be conspicuously posted.

NC Fire Code 2404.7 Open or exposed flame. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structure while open to the public unless approved by the fire code official.

NC Fire Code 2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided for each tent, canopy or membrane structure.

NC Fire Code 2404.17.1 Use. Flammable –liquid-fueled equipment shall not be used in tents, canopies or membrane structures.

Generators

Generators must be approved of prior to the rental. In no case will refueling be allowed without an authorized fire watch person. A minimum 5lb 4A-10BC fire extinguisher will be required for the operation of any generator within a 25 feet travel distance. All generators must be grounded and have GFI protection.

Fire Code 2404.19 Separation of generators. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.

Alcohol

Alcohol Permit required. Check location for those sites that will allow possession and consumption.

Professional Caterer

Catering Permit Required. NC Fire Code 308.3.7 Group occupancies. Open-flame devices shall not be used in a Group A occupancy. (All Parks and Recreation Facilities are considered to be Group A occupancies).

Grills, Propane or Charcoal

NC Fire Code 308.3.1. Liquefied –petroleum gas fueled cooking devices – LP-gas burner having an LP gas container with water capacity greater than 2.5 pounds, shall not be located within 10 feet of combustible construction.

NC Fire Code 5.6.17 Flammable and combustible liquids. An operational permit is required: 2. Optional Permit. To store, handle or use Class 1 liquids in excess of 10 gallons outside of a building; Class A Fire Extinguisher is required.

Deep Fryer

NC Fire Code 5.6.17 Flammable and combustible liquids. An operational permit is required: 2. Optional Permit. To store, handle or use Class 1 liquids in excess of 10 gallons outside of a building; Class 1 liquids include: Liquefied-petroleum gas (LP) and cooking oil). A Class K Fire Extinguisher is required for any device requiring cooking oil.

Fire Watch/ Crowd Manager

NC Fire Code 2404.20 Standby personnel. When, in the opinion of the fire code official, it is essential for public safety in a tent, canopy or membrane structure used as a place of assembly or any other use where people congregate, because of the number of persons, or nature of the performance, exhibition, display, contest, or activity, the owner, agent or lessee shall employ one or more qualified persons, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted. Before each performance or the start of such activity, standby personnel shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public from the structure. There shall be trained crowd managers or crowd supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved.

**BRIER CREEK COMMUNITY CENTER FACILITY USE
RALEIGH PARKS AND RECREATION DEPARTMENT AND WAKE COUNTY PUBLIC SCHOOLS
HOLD HARMLESS AGREEMENT**

In consideration for the grant by the City of permission for the use of said facility at special times and under special circumstances by persons sponsored by the undersigned, the undersigned hereby agrees: 1) to take all measures necessary to promote the safety of such persons in their use of the facility; 2) to hold harmless the City and the Wake County Public School System, its divisions and departments, and its officers, agents, employees, servants, and helpers, paid and volunteer, from and to indemnify them from all damages, losses, and expenses, including but not limited to attorney fees and investigation costs, sustained by them or any of them on account of any claim for loss, damage, or injury growing out of such use of said facility by any such person; 3) to provide the City with a certificate of insurance showing that a policy of Comprehensive General Liability insurance providing coverage with respect to the foregoing hold harmless and indemnification undertaking is and will continue to be in effect during the period of such permitted use. Combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. 'City of Raleigh is named additional insured as their interests may appear' must be endorsed onto policy and listed on Certificate of Insurance; 4) to provide the City with a certificate of insurance showing that a policy of Commercial Automobile Liability insurance providing coverage with respect to the foregoing hold harmless and indemnification undertaking is and will continue to be in effect during the period of such permitted use only if vehicles are used in the provision of services under this agreement and/or are brought on a City of Raleigh site. Combined single limit of no less than \$1,000,000 and 'City of Raleigh is named additional insured as their interests may appear' must be endorsed onto policy and listed on Certificate of Insurance; 5) Regarding insurance: All insurance companies must be licensed in North Carolina and be acceptable to the City of Raleigh's Risk Manager. You shall be required to provide the City no less than thirty (30) days notice of cancellation, or any material change, to any insurance coverage required by this agreement. (Policy Holder's Name and Contact Person should be included on the form); and 6) to promptly notify the director of the City's Parks and Recreation Department and the insurer issuing the Comprehensive General Liability Insurance policy referred to above of any occurrence that might give rise to a claim for damages growing out of the use of said facility by any such person.

Dated at Raleigh, NC the ____ day of _____
20____, at ____ o'clock pm/am

Name of Person Responsible for Rental

Signature of person Responsible for Rental (at least 18yo)

Address, City, State and Zip

Telephone Number day/evening/pager/cell

WITNESS:

Signature

Brier Creek
Community Center
Rental Worksheet

<u>Room(s)</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____

Total _____



All schedules should be submitted as far in advance as possible, 2 weeks, or more, in advanced is preferred. If the customer reserves the space on the day of the event 1st fax the "Schedule Form" and then call 919-856-8120 to verify it can be scheduled. If the customer reserves the space after 3pm on the day of the event and/or you are not able to reach someone the Override buttons can be used.

ENERGY MANAGEMENT SCHEDULE FORM

Facility Brier Creek Community Center Date (Date form is sent)

Requested by with questions about event Person WCPSS can contact
 Contact Phone #

Date	HVAC ID Number or Unit Number	On	Off
(Date of event)	(Community Center [and room #] and/or Gym)	(event start time)	(event stop time)

Form for scheduling only
 Send or Fax to Energy Management @ 856-3719
 Notes/Purpose/Event name of event
 For Energy Management Use Only:

Schedule Confirmed by Energy Management: Name

Date
 Time