



City of Southport

Parks & Recreation Department

Rental Agreement For Facility Use

Applicant: _____

Address: _____

Phone (W): _____ **(H)** _____

Purpose of Rental: _____

Date(s) Requested: _____ / _____

Facility Being Rented: Jaycee Building Steven's Park Caviness Park Sr. Citizens Bldg.
Lowe-White Park Section of LW Park _____

Number of People: _____

Persons or organizations using the building or shelter shall be held responsible for post-activity clean-up, or any damage to property that occurs while the facility is being used.

Groups using the facility will be responsible for the orderly behavior and must conform to the department's policies regarding the non-use of alcoholic beverages, good moral standards, and no smoking, weapons or drugs.

Parents, guardians, or adult leaders must sign for persons 18 years and under or youth groups requesting the use of the facility, and must assure adult supervision and a ratio of 1 adult per 25 children.

If persons or organizations renting city facilities intend to sub-lease to any other group, please check the appropriate box:
YES **NO**

If **YES**, you must show proof to the City of Southport that the appropriate privilege license(s) has been obtained.

Activities must cease and the facility closed by 10:00 PM with the exception of Caviness Park. Caviness Park hours are 8:00 AM – 6:00 PM Monday – Saturday, and 1:00 PM – 6:00 PM on Sunday. All other exceptions must be approved by the Director of Parks & Recreation and the Chief of Police in advance of the event.

A fee of \$50 for the Jaycee Building is established on the basis of 4 hours minimum use. The fees for Caviness Park, Steven's Park and the Senior Citizens Building are \$25 for a minimum use of 4 hours. All exceptions must be approved by the Director of Parks & Recreation.

Persons or organizations using the Senior Citizens Building shall be held responsible for post activity and clean-up and any damage to property that occurs while the facility is being used. This facility will be made available when there are no other scheduled activities. Southport Parks & Recreation buildings and facilities cannot be made available on a continuous basis for any one person or organization.

Signature of Applicant: _____

Print name: _____ Date _____

Approved by:

Parks & Recreation Director

Chief of Police