



TOWN OF STOKESDALE

Facility Use Agreement

Group/Organization Using facility (if applicable) _____

Person Responsible for Event _____

(h) phone _____ (w) _____ (cell) _____

Mailing address _____ city _____ state _____ zip _____

Physical address _____ city _____ state _____ zip _____

E-Mail Address: _____

Driver's License Number (or picture ID: copy required) _____

Do you reside within the Town Limits of Stokesdale? ____yes ____no

Facility Requested: Circle all that apply:

PARK: **Ball Field #1** (field nearest to concession stand) **Ball Field #2** (field on the other side of picnic shelter)

Picnic Shelter

Concession Stand

TOWN HALL:

Community Room

Kitchen

Conference Room

Number of participants (approx.) _____ Estimated # of Vehicles: _____

Date requested _____ Time of use – Start: _____ End: _____

Purpose of use of facility _____

Will there be any items or food sold? If yes, please explain _____

Will food be served? _____ If yes, has permit from Health Dept. been obtained? _____

Vendors on Site: Yes _____ No _____

Describe types of containers, cooking equipment, etc. to be use _____

Electric Hookup: Yes ____ No ____ Amplified Music/Public Address Systems: _____

Other: _____

Insurance Coverage is Required for all groups, businesses and all other non-private entities. Send Certificate of Insurance to Town of Stokesdale

Waiver and Release

I/We (individual or group representative) _____, understand that I/We are responsible for any injuries, accidents and damages to the Stokesdale Town Hall or Stokesdale Park at Martin's Meadow that occur while using the facility during the reserved time, and understand that the maximum capacity for the Town Hall is 100 persons according to Fire Code. I/We also understand that the use of tobacco, alcohol or drugs is prohibited. Any music and/or noise must be kept to a reasonable level. Use of grills is limited to area at Picnic Shelter. By authorization, I/We hereby approve and accept the facilities and acknowledge that I/We have had the opportunity to inspect the premises and have spoken with the supervisor or waive the right to do so. I/We accept the responsibility of supervising all persons during the usage of the reserved facilities and will be held responsible for their

Town of Stokesdale
PO Box 465
Stokesdale, NC 27357
Phone: 336-643-4011

actions. I/We further understand that all reserved facilities and surrounding areas must be left clean, and trash removed or placed, bagged, in Town trash containers. Failure to meet contract agreement will result in loss of deposit and use of facility.

It is understood and agreed between the parties hereto that the Town shall in no way be responsible for any property damage or personal injuries arising out of _____'s occupancy of the Town-owned property leased hereunder. Further, _____ hereby agrees to indemnify and hold harmless the Town from any and all claims and demands growing out of personal injuries and/or property damage occurring during or resulting from _____'s Occupancy of the Town-owned property leased hereunder, which claims shall specifically include any attorney's fee incurred by the Town in relation to said claims or demands.

Reservations must be made at least one month in advance of the event and cannot be reserved more than 12 months in advance. One half of the rental fee to be paid when reservation if made with balance due at least two weeks prior to the event. Events not approved will receive full refund of all fees.

The Town has the right to waive fees at the discretion of the Town Council. A valid 501(c)(3) form must be provided to be eligible for not-for-profit status.

Leagues or organizations that can provide financial or in-kind support to the maintenance or operations of the athletic fields and/or facilities may be considered in lieu of monetary fees. All requests must be submitted in writing and must be approved by Town Council and a separate User Agreement shall be executed between the user and the Town.

Town Council reserves the right to cancel any event due to severe weather or field conditions that would potentially cause damage and wear and tear to the fields/facility. The renting party will be given the opportunity to reschedule the event at no additional charge.

Refund Policy

Cancellation Policy: Should the reservation be cancelled, the deposit will be returned. The cancellation policy will be as follows:

Six months prior to scheduled date of reservation:	90% refund
Four months prior to scheduled date of reservation:	60% refund
Two months prior to scheduled date of reservation:	30% refund
Within two months of scheduled date of reservation:	No refund

I have read and understand the Waiver and Release, the Refund Policies, and the Rules and Regulations and I agree to these terms.

Signature of Representative or Individual _____ date _____

Town Representative _____ date _____

SPECIAL EVENTS		
FACILITY	DEPOSIT	TOTAL FEE
PARK		
Ball Field	\$15.00/hr – Resident* \$25.00/hr – Non-Resident*	
Picnic Shelter	\$15.00/hr	
Concession Stand	\$15.00/hr – Resident* \$25.00/hr – Non-Resident*	
TOWN HALL		
Full Day Rentals (10 Hours)		
Community Room	\$ 100.00 (Refundable)**	\$120.00
Community Room/Conference Room & Kitchen	\$ 100.00 (Refundable)**	\$150.00
½ Day Rentals (5 Hours)		
Community Room	\$ 100.00 (Refundable)**	\$60.00
Community Room/Conference Room & Kitchen	\$ 100.00 (Refundable)**	\$75.00
MISCELLANEOUS CHARGES		
Cleaning Fee	To Be Determined	To Be Determined
Set up Fee/Community Room	\$50.00	\$100.00
Lost Key Fee		\$100.00

*Resident: 60% of the organization’s participants live within the Town of Stokesdale

*Non-Resident = Less than 60% of the participants living within the Town of Stokesdale

**Deposit to be retained by the Town if the Facility is not clean and in order when event is over.

COMMUNITY ROOM: Space of approximately 30 X 52 feet with a capacity of 100 people. There is an opening to the kitchen for direct service.

The Community Room includes the following: Video system with 5.5 foot X 6 foot video screen and 55 inch HDTV monitor; Audio System with 8 tabletop microphones and a wireless handheld microphone; a dais that seats 7 and a podium; 10 tables (5 ft x 30 inches) and 100 chairs

CONFERENCE ROOM: The Space is approximately 12.5 x 22 feet and contains a large conference table that seats ten.

KITCHEN: The kitchen is 12X15 Feet and includes the following: Refrigerator/Freezer; Ice Machine; Oven with stove top, Dishwasher; Microwave

	OFFICE USE ONLY	
	Cash/Check #	Date & Staff Signature
Application Received		
Deposit Paid:		
Receipt #		
Rental Fee Paid		
Receipt #		

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