

**ORANGE COUNTY DEPARTMENT OF ENVIRONMENT, AGRICULTURE, PARKS AND RECREATION**

PO Box 8181, Hillsborough, NC 27278

919-245-2660



**Facilities Use Application – Activity Rooms**



<b>Applicant's Name:</b>		<b>Email Address:</b>	
<b>Organization:</b>		<b>County:</b>	
<b>Address:</b>		<b>City/State:</b>	<b>Zip:</b>
<b>Home #:</b>	<b>Work #:</b>	<b>Cell #:</b>	

**Requested Date(s):** \_\_\_\_\_

**Start time:** \_\_\_\_\_ **End time:** \_\_\_\_\_ **Rental times must include any set-up and clean-up time needed for your event**

**Purpose:** \_\_\_\_\_ **# of Adults:** \_\_\_\_\_ **# of Children:** \_\_\_\_\_

**Please specify all types of activities and entertainment that will take place** \_\_\_\_\_

\_\_\_\_\_

**Resident fee - \$30 per hour**

**Non-resident fee \$45 per hour**

<b>Central Recreation Center Activity Area I</b> Available Mon-Sun 8am-10pm Seats 65 _____	<b>Central Recreation Center Activity Area II</b> Available Mon-Sun 8am-10pm Seats 30 _____	<b>Efland-Cheeks Comm. Ctr. Big Room</b> Available Sat-Sun 8am-10pm Seats 40 _____	<b>Cedar Grove Comm. Center Large Group Room &amp; Kitchen</b> Available Sat-Sun 8am-10pm Seats 90 _____
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This application serves as a request for reservation and is exclusively for the use of the above named activity room; if another area of the center is desired the appropriate application must be submitted. The reservation is not approved or confirmed until the applicant receives an Orange County Facility Sales Receipt and Permit. The Facility Sales Receipt and Permit will be mailed within three business days from receipt of fee, signed application and Hold Harmless Agreement. Only the applicant may make changes, cancellations, or additions to the application.

**RESERVATIONS AND PAYMENTS**

Signed application and Hold Harmless Agreement must be submitted along with payment at least seven days prior to the requested date and no earlier than ninety days prior to the requested date. Check should be made payable to "OCPR". Application and payment may be submitted in person to Orange County Central Recreation Center, 302 West Tryon Street, Hillsborough, NC 27278 or by mail to Orange County Parks and Recreation, PO Box 8181, Hillsborough, NC 27278.

**REFUND POLICY** - If requested prior to seven days of the reservation date, a full refund less a \$5 administrative fee will be given. If requested between two and six days of the reservation date, a 50% refund less \$5 will be given. No refund will be given if requested less than two days before the reservation date. No administrative fee is charged if a household credit is accepted.

**ORANGE COUNTY DEPARTMENT OF ENVIRONMENT, AGRICULTURE,  
PARKS AND RECREATION  
ACTIVITY ROOM FACILITY USE TERMS AND CONDITIONS**

Orange County Department of Environment, Agriculture, Parks and Recreation reserves the right to cancel Permittee's reservation due to increased enrollment for recreation operated youth and adult programming, or due to rescheduling of recreation programs previously cancelled due to inclement weather. In each case Parks and Recreation will notify the Permittee with as much advance notice as possible. If Orange County Department of Environment, Agriculture, Parks and Recreation cancels your event you may reschedule the event or request a full refund.

No person(s) besides the permittee is authorized to make changes, cancellations or additions to a reservation. Room is reserved as is; existing wall hangings such as signs, photos, children's artwork etc. must not be removed.

Balloons are not allowed at Efland-Cheeks Community Center.

The permittee is responsible for ensuring tables and chairs are left in the same configuration as found.

The permittee is liable for any damages incurred, or if excessive cleaning is required by staff.

The permittee must have a permit on hand during their reservation.

The permittee is not allowed to charge admission, collect fees, or possess any alcoholic beverages.

Selling food is not permissible unless the permittee has and been issued a food vending permit through the Health Department and obtained a vending permit through the Orange County Department of Environment, Agriculture, Parks and Recreation.

Selling merchandise of any kind is not permissible unless the permittee has obtained a vending permit through the Orange County Department of Environment, Agriculture, Parks and Recreation.

Movies, in any format may not be shown on Orange County property without providing the Orange County Department of Environment, Agriculture, Parks and Recreation (DEAPR), during the application process, with proof of licensure naming Orange County and the specific park as an approved venue by Swank Motion pictures, Inc., or other licensing agent.

All planned activities and equipment involved, must be stated on the application. The following are examples of activities expressly prohibited in County Parks: carnival rides, inflatable amusements, yard sales, fundraisers, pig cookers, non-park grills, dunk tanks, remotely controlled airplanes or devices, hot air balloons and water activities.

Failure to comply with the conditions listed above may result in denial/cancellation of future applications/permits.

For non-emergencies contact the Department of Environment, Agriculture, Parks and Recreation Office Monday through Friday 8:00 a.m. to 5:00 p.m. at 919-245-2660.

**AFTER BUSINESS HOURS:**

Dial 919-805-5181

For emergencies dial 911

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Signature of Applicant

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Date

**ORANGE COUNTY DEPARTMENT OF ENVIRONMENT, AGRICULTURE,  
PARKS AND RECREATION**

**HOLD HARMLESS AGREEMENT**

Orange County is committed to operating its parks and preserves and to conducting its recreation programs and activities in a safe manner and holds the safety of visitors and participants in high regard. Orange County continually strives to reduce associated risks and insists that all visitors and participants follow safety rules and instructions that are designed to protect the visitors' and participants' safety.

In the event that injury or illness is sustained while participating in an activity or utilizing a facility, the undersigned hereby authorizes any emergency First Aid, medication, medical treatment or surgery deemed necessary by licensed medical personnel. The undersigned also gives permission for attending medical personnel to execute on the undersigned's behalf, permission forms if undersigned is not immediately available to do so.

Warning of Risk - Recreational activities/programs/facilities are intended to challenge and engage the physical, mental, and emotional resources of each participant. Despite careful and proper maintenance and preparation, instruction, medical advice, conditioning, and equipment, there is still a risk of serious injury when visiting or participating in any recreational activity, program or facility. Understandably, not all hazards and dangers can be foreseen. Depending on the particular facility or activity, participants must understand that certain risks, dangers, and injuries due to inclement weather, contact with naturally occurring plants or animals, slipping, falling, poor skill level, or conditioning, carelessness, horseplay, un-sportsman-like conduct, inadequate or defective equipment, inadequate supervision, instruction or officiating, and all other circumstances inherent to indoor and outdoor park and recreation activities, programs or facility use exist. In this regard, it must be recognized that it is impossible for the Orange County Department of Environment, Agriculture, Parks and Recreation to guarantee absolute safety.

Waiver and Release of all Claims and Assumption of Risk- Please read this form carefully and be aware that in signing up and visiting or participating in identified programs, activities or facilities, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages, or loss which you (or member, agent or employee of your group) might sustain as a result of participating in any and all activities connected with and associated with said programs, activities or facility use (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to visitors and participants in these programs, activities and facilities, and I voluntarily agree to assume the full risk of any and all injuries, including death, damages, or loss, regardless of severity, that I, members of my group or our agents may sustain as a result of said participation. I further agree to indemnify, waive and relinquish all claims as a result of visiting or participating in these programs, activities and facilities against Orange County including its officials, agents, volunteers, and employees.

I do hereby fully release and forever discharge Orange County from any and all claims for injuries, damages, or loss that I may have or which may accrue to me, members of my group or our agents arising out of, connected with, or in any way associated with these visits, programs, activities or facilities.

I have read and fully understand the above important information, warning of risk, assumption of risk, waiver, and release of all claims.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date