TARBORO PARKS & RECREATION
APPLICATION FOR RESERVATION
M. A. RAY CENTER ROOM(S)

Today's Date: _____

Name of Organization, Agency or Family _____

What will the room be used for? (i.e. dinner) _____

Date(s) of Event_____ Hours: From_____ to _____

Day(s) of Week _____ Set-Up Time _____Tear-Down Time_____

Number of People Expected _____

Name of Applicant _____

Address_____

Primary Phone _____ Secondary Phone _____

E-Mail Address _____

Center reservations are during normal operational hours. During designated Town holidays, rentals are not available. If one additional hour for tear-down is needed, $20 per hour attendance fee must be paid in advance. Failure to follow the rules and reservation procedures may cause the event to be cancelled and lose of deposit.

CLEANING DEPOSIT AND BUILDING USE FEE MUST BE PAID IN ADVANCE.
Deposit: $50 (Refundable)
Front Room $75 and **Back Room $50** for Town Resident Only
Person (user) completing the application must live inside the town limits to rent meeting room and must be at the event from start to finish. The user is liable for all damages occurring during usage and responsible for clean-up. The user will arrange the building back to the way it was set-up prior to the event. The user will make use of only the area assigned on the above date and time. Guests attending event that live outside town limits may not use the gym. Alcoholic beverages, drugs, and smoking are prohibited in the building and on the grounds.

I (we) have read and understand the rules and requirements for the use of this facility, and certify that information stated herein is true and complete and that I (we) will compensate the Town of Tarboro for all damages incurred to the property/facility and any other costs incurred by the Town as a result of my use. Furthermore, I (we) acknowledge that in consideration of this reservation, I (we) assume all risks of injury to myself and others and I (we) agree to hold harmless and indemnify the Town of Tarboro from any and all loss and damage incurred as a result of activities of the property/facility, excepting only those injuries caused by negligence on the part of the Town.

_____ _____
Applicant Signature Date

OFFICE USE ONLY: Deposit _____ *Room Use Fee*_____ *Staff Fee*_____
Date Paid _____ *Rec. by* _____

TARBORO PARKS & RECREATION
RULES AND RESERVATION
PROCEDURE FOR RECREATION CENTER
ROOM(S) RENTAL

1.) Center Rules:

- Alcoholic beverages, drugs and smoking are prohibited.
- Reserving group is responsible for clean-up after use.
- Park vehicles in designated areas only.
- Do not nail or staple decorations to facility.
- Reservation is valid ONLY for the times indicated on form.
- Must be a resident of Tarboro to play in gym.
- Fitness room requires monthly membership fee.

2.) Special use applications must be submitted for the following requests:

- Reserved use of center and grounds (weddings, reunions, walks/races, festivals, etc.).
- From which money is raised in any manner.
- Which includes outside vendors.
- At which amplification of sound is used.
- Which require special equipment such as tents, games, rides, etc.

3.) Full refunds not allowed for cancellations less than 7 days prior to the reserved date.

4.) Reservation information:
Person (user) completing the application must live inside the town limits to rent meeting room and must be at the event from start to finish. is responsible for clean-up. The user is liable for all the damages occurring during usage and responsible for clean-up. The user will arrange facility back to the way it was set-up prior to the event. The user will make use of only the area assigned on the reserved date and time. The user will insure that all litter, debris, and trash generated during the rental is placed in proper containers and removed from the building to outside roll-up containers.

Thank you,
Parks and Recreation Staff