1. **EQUIPMENT**
	1. **Bleachers**
		1. To request the use of bleachers, a ***“Bleacher Request Form” (Addendum D)*** must be filled out and submitted. This form can be obtained by calling (252) 808-3301 or on www.ccparksrec.com. Effective July 1, 2003, a *“Bleacher Fee”* has been imposed for all users. FEE APPLIED
		2. Bleachers should not be requested for more than three (3) days. If needing to maintain longer, a written request should be made to the CCPR Director for approval. Request for bleachers must be submitted at least two (2) weeks prior to usage. When requesting bleachers, keep in mind that bleachers should be placed in reasonable locations. They are extremely difficult for CCPR staff to place inside buildings, tents, and carry across ditches or fences.
		3. Bleacher user must meet liability insurance requirements and agree to be responsible for repairs made necessary while in their care as outlined on ***Bleacher Request Form (Addendum D)*.**

### Client Usage

* + - 1. Individual Use: Individual use for his/her own personal reasons or by an individual in order to hold a function involving others, including groups, associations, clubs, leagues, organizations, etc. Unless the CCPR Department sponsors such use, the contracting individual will be treated as a *profit-making entity.* (This includes municipalities, townships, schools, etc.)
			2. Profit Use: Any function that *does* not qualify as a non-profit function as set forth in the below definition.

# Non-Profit Use: Any non-profit individuals, groups, associations, clubs, leagues, organizations, etc., must present a written copy of their Internal Revenue Service (IRS) designation as a 501(c)3 exemption or similar entity.

* + 1. **Procedures**
			1. Obtain a “**Bleacher Request Form – Addendum D”** by calling 252-808-3301 or on: [www.ccparksrec.com](http://www.ccparksrec.com).
			2. Form must be filled out in its entirety, including the “Waiver and Release of Liability”. Return it, along with the appropriate fee to the department, at least two (2) weeks prior to the scheduled event. Payment of the fee must be received before your request will be finalized. Each request is handled on a first-come, first-served basis, and every effort is made to fulfill the request.
			3. Bleachers will be delivered in the morning on the day of the event, unless the event is scheduled for a Saturday, Sunday or holiday. For Saturday and Sunday events, bleachers will be delivered on Friday. If a request is made for an event taking place on a holiday, and depending on what day the holiday falls on, bleachers will be delivered the day before, as the department staff does not work on some holidays. The bleachers should only be requested for a (48) hour period. In the case individuals/ groups wish to make their request for longer than the (48) hour period a letter should be submitted to the CCPR director explaining the request.