

ADDENDUM J. FORT BENJAMIN PARK RECREATION CENTER

The Fort Benjamin Park Recreation Center (FBRC) offers a variety of activities and leisure programs for all ages. The Center is also available for individuals and recreation group rentals contingent upon Recreation Center staffing availability and provided such rentals do not interfere with Parks and Recreation Department programs and events.

I. AVAILABILITY

- A. Reservations are required in order to use Fort Benjamin Park Recreation Center. The building, or portions of, may be reserved Monday through Thursday from 10:00am to 8:00pm, Fridays 10am-6pm, Saturdays 10:00am-4:00pm, if proposed reservation is not in conflict with CCPR activities and if staff is available. All patrons must be out of the building by closing. Hours of operation are subject to change; contact center for information.
- B. All reservations require a contract.
- C. The Center is closed during County-observed holidays and on Sundays.

II. PRIORITY (LISTED IN ORDER) OF RESERVATIONS

- A. Carteret County Parks and Recreation programs, activities and events. Rental activities must not interfere with Department programs and offerings. The CCPR Department reserves the right to reschedule or relocate an organization or group at its discretion. When there is a need to reschedule or relocate, the organization or group will be notified in advance.
- B. County Non-Profits. County-based non-profit, civic groups or Recreation-serving functions and organizations. Non-profit organizations may be asked to present a written copy of their Internal Revenue Service 501(c)(3) designation or similar entity to the NPRC Supervisor.
- C. County Residents. Individuals who are county citizens and/or county taxpayers.
- D. Non-resident and for-profit. Non-profit and/or functions sponsored by and involving those who do not reside in Carteret County or who are not Carteret County taxpayers, or for-profit groups of any kind. For-profit groups are considered those who cannot provide copy of IRS 501(c)(3) designation.

III. RULES GOVERNING RECREATION CENTER USE - GENERAL

- A. All Carteret County Park Policies, applicable State, County ordinances, rules and regulations, including but not limited to Carteret County Health Department and Town of Newport ordinances apply to usage and must be followed.
- B. In order to reserve any part of the FBRC, a person must be at least 21 years of age.
- C. Renter/user must complete a "Fort Benjamin Park Recreation Center Rental Application/Contract" (copy attached to these policies and procedures). A copy may also be obtained on the CCPR website: www.ccprparksrec.com.
- D. The County reserves the right to require police/security for functions as deemed appropriate by the Parks and Recreation Director. Renter/User is responsible for arranging and funding police/security.
- E. Profit-making or commercial events will not be permitted in this facility.
- F. Charitable, non-profit, and Recreation-serving organizations wishing to conduct an event at the Center and/or property for the purpose of raising funds will need to fill out Addendum G.

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Special Events Request form. Form may be obtained by calling the department at 252-808-3301 or on the CCPR website: www.ccparksrec.com.

- G. The application and fees for a reservation must be received at least two (2) weeks prior to the event. Fees are shown on Parks and Recreation Fee Schedule, available on website: www.ccparksrec.com or call 252-808-3301.
- H. Facility is rented/available for use as is. Each renter/user group is responsible for any and all arrangements, activity supervision, well-being and orderly conduct of all persons involved with event, set-ups, equipment relating to the event, program, or activity. CCPR staff will provide only basic set up of department tables and chairs that belong to the Center.
- I. Kitchen may be reserved/used for reheating only, no heavy cooking or frying is allowed.
- J. No storage is available.
- K. Political/Partisan Advertising. As formally adopted by the Carteret County Board of Commissioners on March 6, 2006, the policies below apply to any activities taking place on property owned or leased by Carteret County Parks and Recreation.
 - 1. No political advertising shall normally be permitted at any county facilities or on any county property. This restriction includes any political advertisements attached to County vehicles. It includes all paid forms of advertising, as well as any similar forms of political advertising placed on County property at no charge to the County. The same restrictions apply for affiliated and unaffiliated candidates for public office, any partisan form of advertising concerning any candidates for public office, all advertising by political parties, and any political advertising for public issues by various formal or informal public advocacy groups.
 - 2. This policy provides for normal exemptions for political "advertising" by candidates and their advocate supporters and public advocacy groups during scheduled political rallies or media events which are approved by the County Manager to be conducted on County property. Such approval should normally be given, subject to resolving reasonable scheduling conflicts. However, for such permitted instances, political advertising shall not be permitted to remain on County premises after permitted activities are concluded. County employees are authorized to remove political advertising from County property when it does not coincide with permitted activities.
 - 3. Restrictions on political advertising do not include bumper stickers or signage on private vehicles legally parked on County property. No restrictions are intended for the private vehicles of County employees.
- L. No gambling is permitted.
- M. No solicitation is permitted.
- N. It is unlawful for any person in any park facility to possess alcoholic beverages and/or be under the influence of alcoholic beverages or be disruptive by virtue of such use. County Parks and Recreation cites Carteret County Code of Ordinances, Article I., In General, Section 11-1, Possession, consumption of alcoholic beverages in public, "It shall be unlawful for any person to possess, display or consume alcoholic beverages of any kind, including but not limited to, whiskey, liquor, beer, wine, or other alcoholic beverages while on any county property used as a park or recreational area located within the county".

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- O. Smoking is prohibited in the building.
- P. Children under 18 must be directly supervised by a parent or designated adult at all times in any room at Center, unless they are under the direct supervision of a department program or recreation leader.
- Q. Pets
 - 1. Pets are allowed in the park only when leashed or present as part of a class sponsored by the County. Pet owners are required to pick up and dispose of their pet's waste.
 - 2. Service animals are not, for the purpose of this policy, considered pets and are permitted all access to parks and/or facilities. Owners of service animals are expected to pick up and remove from park property all waste deposited by their animal.
- R. Park only in designated areas.
- S. No vehicle or other conveyance owned and/or operated by a member of the public is allowed anywhere other than designated roads and/or parking lots.
- T. No decorations, posters and/or signs shall be affixed to walls or ceilings without approval of the CCPR representative. No permanent changes are allowed to the facility. No bolts, screws or nails shall be placed on the walls, floors or any fixture indoors or out. No banners, tents or concession operations will be allowed without prior approval from the CCPR representative.
- U. Renter/user shall abide by and limit admittance/participation according to room capacity as established by County fire codes.
- V. Renter/user will indemnify and hold the County free and harmless from any and all liability on account of injury to any person(s) or damage to any property(ies) growing out of or directly or indirectly resulting from any activity sponsored or conducted by the renter/user.
- W. It shall be the responsibility of CCPR representative, with possible involvement of the CCPR Department Director, to give any special interpretation or to make any decision concerning the use of the facilities not covered specifically in this policy or when there is a question concerning the use of the facilities.
- X. The County reserves the right to refuse any request for use of the Center based on the concern for health, safety and welfare of the user, invited guests or the general public as well as the protection and security of the building.
- Y. Person(s) making reservation is responsible for seeing that all CCPR rules and regulations are adhered to. If deviation from the policies causes damage to building/field/park area, the sponsoring person(s)/group(s) shall be held liable.

IV. EQUIPMENT, FURNISHINGS OR MATERIALS

- A. No equipment, furnishings or materials other than those customarily in use in or on the rented facility will be provided by the CCPR Department. Prior approval by the CCPR Department must be given for use of Center/ Department materials.

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- B. Renter/User must obtain approval from CCPR to utilize any materials not already present in or on the Center, but intended to be brought in for the group's usage. All such materials not belonging to the Center/Department should be removed immediately after usage.

V. GAME ROOM AND EXERCISE ROOM

- A. Equipment may be checked out at the Information Desk with a current ID. (Equipment must be returned to Information Desk immediately after use.
- B. Children under 18 must be directly supervised by an adult at all times in any room at Center.
- C. Patrons are responsible for all equipment that is checked-out under their name. Damaged or lost equipment is a violation that may result in disciplinary action.
- D. No sitting, standing, or lying on any game tables in game room
- E. Any movies must be previewed and approved by staff.
- F. Any misuse of the game room or the equipment, including leaving checked-out equipment in the game room, will result in disciplinary action which may include loss of room privileges.
- G. Inappropriate behavior of any kind (including, but not limited to: cursing, disrespectful conduct toward staff and/or other patrons, lewd, abusive or rough behavior, inappropriate touching) will not be tolerated. CCPR reserves the right to restrict access to anyone involved in inappropriate behavior.
- H. No tables, chairs, heavy equipment, food or drink is allowed in the Exercise Room.
- I. No food or drink is allowed in the Game Room.

VI. RENTER/USER RESPONSIBILITY

- A. To visit the Center prior to reservation or use to determine suitability for purpose intended by renter/user.
- B. To reserve required time to adequately set-up for and clean up after the event, when stating total time of reservation.
- C. To leave Center in same condition as it was found (litter free, clean, equipment put up, etc.).
- D. To ensure all participants abide by rules, policies and ordinances established for the Center, including rules set forth for specific facilities or outlined within the usage agreement contract, if applicable.
- E. Patrons are responsible for returning space to its original condition after usage; Litter created by reservation must be removed from the facility by the patron.

VII. FEE STRUCTURE

- A. See *Fee Schedule, Addendum I*, for applicable rental charges.

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- B. Additional charges for cleaning, preparation, maintenance or replacement of damages to the building or equipment incurred during patrons' usage may be added at the discretion of CCPR.
- C. Special Consideration: A system of free or reduced rates may be available to the following individuals or programs; for further information contact CCPR department director.
 - 1. Residents, who by virtue of a permanent handicap, are financially disabled or restricted in wage earning power.
 - 2. Senior citizens, who by virtue of their age, may be living on a limited or reduced income.
 - 3. Programs sponsored by organizations for the physically and/or intellectually disabled.

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FORT BENJAMIN PARK RECREATION CENTER APPLICATION/CONTRACT

Person making reservation:

First Name: _____ Last Name: _____

Date of Birth MM/DD/YY: _____

Gender: _____ Male _____ Female _____

(refund check will be sent to this name & address)

Mailing Address: _____

City/State/Zip: _____

E-mail Address: _____

Telephone: (cell): _____ (work): _____ (home): _____

Emergency Contact: _____ (phone): _____

Name of Group: _____

Number in Group: _____

Day/Date Requested: _____

Arrival Time*: _____ AM/PM Departure Time*: _____ AM/PM

*Must include preparation and cleanup time

Description of Function:

Admission Fee: Yes: _____ No: _____

Individuals responsible for/ on-site for actual event:

Name: 1. _____ Contact Phone: _____

Name: 2. _____ Contact Phone: _____

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PLEASE CHECK EQUIPMENT AND ROOMS NECESSARY FOR THIS EVENT:

FORT BENJAMIN RECREATION CENTER: Inside Building

<input type="checkbox"/>	Large Meeting Room (dimensions 40' x 75' – seats 125 people)	How many? _____
<input type="checkbox"/>	Exercise Room	How many? _____
<input type="checkbox"/>	Game Room	How many? _____
<input type="checkbox"/>	Kitchen: Will cooking be a part of your activity?	Yes: ___ No: ___
<input type="checkbox"/>	Will a caterer be helping with your event?	Yes: ___ No: ___
<input type="checkbox"/>	Chairs	Number: _____
<input type="checkbox"/>	Rectangular Tables (6 Foot)	Number: _____
<input type="checkbox"/>	Round Tables	Number: _____

Set up style: (Please draw/write specific set-up arrangement on attached plan):

FORT BENJAMIN RECREATION CENTER: Band Shell

<input type="checkbox"/>	Number of guests/attendees anticipated	
<input type="checkbox"/>	Will additional electrical supplies be needed?	Yes: ___ No: ___
	*If yes, please specify: _____	
<input type="checkbox"/>	Music None: ___ Band: ___ DJ: ___ Other: ___	
	Other: Please explain: _____	
<input type="checkbox"/>	Will cooking be a part of your activity?	Yes: ___ No: ___
<input type="checkbox"/>	Will a caterer be helping with your event?	Yes: ___ No: ___
<input type="checkbox"/>	Chairs	Number: _____
<input type="checkbox"/>	Rectangular Tables (6 Foot)	Number: _____
<input type="checkbox"/>	Round Tables	Number: _____

Set up style: (Please draw/write specific set-up arrangement on attached plan):

Western Park Community Center: Inside Building

<input type="checkbox"/>	Classrooms I (dimensions 15' x 26" – each seats 16 people)	How many? _____
<input type="checkbox"/>	Classrooms II (dimensions 15' x 26" – each seats 16 people)	How many? _____
<input type="checkbox"/>	Large Meeting Room (dimensions 40' x 75' – seats 125 people)	How many? _____
<input type="checkbox"/>	Kitchen: Will cooking be a part of your activity?	Yes: ___ No: ___
<input type="checkbox"/>	Chairs	Number: _____
<input type="checkbox"/>	Rectangular Tables (6 Foot)	Number: _____
<input type="checkbox"/>	Card Tables	Number: _____

Set up style: (Please draw/write specific set-up arrangement on attached plan):

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Please place a check beside the organization affiliation that best describes your organization or group as outlined in these Fort Benjamin Park Recreation Center policies and procedures.

- County Non-Profit Group
- County Resident/ Individual Use
- Non-resident/For Profit

I hereby certify that I am the authorized and responsible representative of the petitioning organization or group; that I have received and read a copy of the Fort Benjamin Park Recreation Center policies and procedures; and that our organization/group will comply with the regulations, policies and fee schedule governing the use of our reserved area/facility, and further that I, the applicant, agree to reimburse the County for any loss or damage to City property caused by such use.

SIGNATURE _____ DATE ____/____/____

Rental Fee Required: \$ _____

THIS FORM MUST BE SIGNED AND RETURNED TO:

Fort Benjamin Park Recreation Center
100 McQueen Avenue
Newport, NC 28570

This Form must be returned no later than two (2) weeks prior to your scheduled event. No reservation will be made until the Form has been completed and returned, along with the required Rental Fee(s). Note: Refunds may take (2) weeks to be processed after the completion of the event.

APPROVAL BY Carteret County Parks and Recreation Representative:


SIGNATURE: _____ DATE: ____/____/____

ADDENDUM J. FORT BENJAMIN PARK RECREATION CENTER

Fort Benjamin Park Recreation Center
Main Room Layout

A Carteret County Parks & Recreation Facility

Key

- Drawings to scale
- Room size 29'x54'
- Catering Kitchen Only, 8' pass-thru
- Wi-Fi
-  Electrical Outlet
- Furniture available for use:
 - 12 - 60" round tables
 - 8 - 48" round tables
 - 6 - 30"x72" tables
 - 3 - 18"x72" tables

