

City Of Martinsville – Parks and Recreation

746-B Indian Trail Martinsville, VA 24114
Phone: 276-403-5140

Park & Shelter Rental Reservation

Application

(renters must be at least 18 yrs of age)

Application Date:

Rental Date(s):

Intended Use:

Applicant:

Phone (Land Line):

Work or Cell #:

Address:

(Street)

(City)

(Zip)

Drivers Licence #:

Rental Time Requested:

Approx. # Of Guests:

PARK SHELTERS

(please check the facility you would like to rent):

Dana O. Baldwin Park

J. Russel Mason/Clearview Park

J. Frank Wilson Park / Hill Shelter

Southside Park

Chatham Heights Park

J. Frank Wilson Park / Old Log

RENTAL FEES

Reservation Deposit / Key Deposit

Half Day.....\$30.00

1/2 - Of Rental Fee Due To Hold Reservation

Full Day.....\$50.00

\$15.00 Key Deposit Due At Pick-Up Of Permit

REFUNDS

Refunds only be issued for inclement weather if approved by the department administrator, and deemed unusable for the purpose of the event intended. All requests for refunds must be presented before 5p.m. the next following business day of the park rental date.

DEPOSIT (Reservation Deposit / Key Deposit)

All renters are required to provide a reservation deposit & key deposit prior to the use of the facility. The "**Reservation Deposit**" is refundable applicable to cancelations if called in 48 hours before the park use date. The key deposit will be returned/refunded to you after your rental if no damage or complaints of inappropriate conduct occurred to/or during the use of the facility. Examples of inappropriate conduct include the presence of alcohol in the park, loud music, vehicles in unauthorized spaces or disrupting other park users.

SPECIAL REQUESTS:

Groups wishing to bring in special equipment of items such as canopies, tents, catering facilities, P.A. systems, etc. must request in advance and receive authorization from the department administrator prior to reserving a site, and issue of the permit.

Yes, I would like to request authorization for the following amenities:

GENERAL GUIDELINES/INFORMATION FOR SHELTER RENTALS

- Application will be accepted beginning January 1st of each year. If the park and time slot selected are available you will be granted a reservation. Renters selecting a date not available are allowed to be placed on a stand-by list. If the park for any reason becomes available for use up until that date will be contacted in order of submitting the request.
- Electricity & lighting are available at all rental shelters and are accessed by the park key issued. The Parks and Recreation Dept. is not responsible for any act of nature causing the shelter amenities not to work properly.
- Each shelter has a bar-b-que grill on each end of the shelter and trash receptacles. At the end of your rental time, please clean up all areas used to the best of your ability. Trash bags are issued by the department with your permit for you to tie up your trash and leave the receptacles ready for the next renter to use. All waste and trash must be deposited in refuse barrels and tie up after park use. Our maintenance crew will haul away on the next business day. Do not deposit hot charcoal in any refuse bags or barrels.
- Rental of a park shelter does not include exclusive use of the park facilities, unless otherwise specified on your permit. (Certain parks maybe designated by the department at certain times for private use.
- The City of Martinsville reserves the right to deny or revoke a permit if it is in the best interest of the City facilities or the park users. Park use is permitted until dusk, the park must be vacated once dark falls or 9 p.m. whichever presides first.
- This permit should be with the user while at the facility for proof of reservation.
- If your facility is being occupied by another group, show your permit and explain that you have resented the facility. If they refuse to leave, please call non-emergency police dispatch at 403-5300for assistance. Or - Emergency 9-1-1
- Parking is allowed in designated areas only. Access roads are primarily intended for the purpose of dropping off and picking up picnic supplies and disabled patrons.

By signing below I declare that I have read, understand and agree to the guidelines and rules listed above, and furthermore I accept full responsibility for all parties of my group to abide by these same guidelines and rules including the use prohibited use of alcohol, abusive or offensive language, vandalism or any other disruptive behavior.

Applicant Signature / Date

Approved By: / Date