

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 License #: _____ Rental Time Requested: _____ Approx. # Of Guests: _____

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Dana O. Baldwin Park | <input type="checkbox"/> J. Russel Mason/Clearview Park | <input type="checkbox"/> J. Frank Wilson Park / Hill Shelter |
| <input type="checkbox"/> Southside Park | <input type="checkbox"/> Chatham Heights Park | <input type="checkbox"/> J. Frank Wilson Park / Old Log |

RENTAL FEES

- Half Day.....\$30.00
 Full Day.....\$50.00

Reservation Deposit / Key Deposit

1/2 - Of Rental Fee Due To Hold Reservation

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

REFUNDS

Refunds will 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 5 p.m.** the 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 or 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

- Applications will be accepted beginning January 1st of each year. If the park and time slot selected are available you will be granted a reservation. Applicants 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 prior to the requested date, applicants will be contacted in order of submitted applications.
- Electricity & lighting are available at all rental shelters and are accessed by the park key issued. The Parks and Recreation Department is not responsible for any act of nature causing the shelter amenities not to work properly.
- Each shelter has grills 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. 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 tied up after each 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 may be 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 must be vacated at dusk (once dark falls) or 9 p.m. whichever presides first.
- This permit should be accessible by the Applicant 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 reserved the facility. If they refuse to leave, please call non-emergency police dispatch at 403-5300 for assistance. For emergencies contact 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 in my group to abide by these same guidelines and rules including prohibited use of alcohol, abusive or offensive language, vandalism or any other disruptive behavior.

Applicant Signature / Date

Approved By: / Date