



Parks and Recreation
1018 Second Ave S.
NMB, SC 29582

North Myrtle Beach Parks and Recreation
Facility / Field Rental Form

CONTACT NAME:
ORGANIZATION/TEAM:
ADDRESS:
CITY: STATE: ZIP CODE:
DAY PHONE: NIGHT PHONE: CELL PHONE:

PLEASE CHECK THE FACILITY/FIELD YOU WISH TO RESERVE: (CHECK ALL THAT APPLY)

- Field 1, Field 2 (Butler Field), Field 3 (Mackey Adams), Field 4 (T-Ball Field), Field 5 (Nash), Field 6, McLean Park Ball Field, Picnic Shelter, Gazebo/Fountain, Tennis Courts, Classroom (Rec. Center), Gym 1 (old gym), Gym 2 (new gym)

Note: A fee will be charged for individuals, companies or groups who wish to reserve classrooms, tennis courts, ball fields or gyms for activities, parties, practices, games and/or tournaments. See attached sheet for rental fees. All rentals must be paid for at the time of reservation to reserve dates. Security may be scheduled for event at the discretion of the Parks & Recreation Department. Applicant will be responsible for security payment. In the case of tournament rentals, a \$200 refundable security deposit and a signed tournament contract is due at the time of reservation. For any event where food or drinks will be served, a \$50 refundable security deposit is due at the time of reservation. FAILURE TO PAY IN ACCORDANCE WITH THESE GUIDELINES WILL DENY ACCESS TO FIELDS/FACILITY.

Date(s) and Starting Time of Event: Expected Attendance:
Ending time (Each day):

Describe in detail the type of activity / tournament:

Horizontal lines for describing the activity.

Please list any special needs you may have concerning your request:

Horizontal lines for special needs.

WAIVER

In consideration of your accepting my entry, I hereby for myself, my child, my heirs, executors and administrators, waiver and release any and all rights and claims for any damages I or my child may have against the City of North Myrtle Beach Parks and Recreation Department and its representatives, successors and assigns for any and all injuries suffered by myself or my child at any activity or facility under the direction of the City of North Myrtle Beach.

I/We agree to be responsible for the facilities per conditions as outlined in this reservation request. I have read the attached rules and regulations sheet and agree to all stated fees and regulations. I understand that a failure to abide by the stated rules will result in forfeiture of security deposit and/or loss of facility reservation privileges. I also accept responsibility for all persons attending my function/event.

SIGNATURE: DATE:

(FOR DEPARTMENT USE ONLY)
Date of transaction: Receipt # Staff Initials:
Amount Paid: \$ Cash: Check #: RecTrac:



## Rental Fees

The North Myrtle Beach Parks and Recreation Department sanctions the use of City facilities provided it does not interfere with the Parks and Recreation Department events or activities.

Facility Rental – J. Bryan Floyd Community Center	Resident	Non-Resident
Classroom per hour – Non-profit, Civic Groups	\$15	\$22
Classroom Daily (4 hours) – Non-profit, Civic Groups	\$55	\$82
Classroom per hour – Commercial	\$25	\$37
Classroom Daily (4 hours) – Commercial	\$95	\$142
Additional staff fee (min. 2 hours)	\$15/ hr	\$15/hr

\*A \$50 refundable security deposit will be collected if food/beverages are served.

Picnic Shelters	Resident	Non-Resident
Picnic Shelter – 4 hours or less	\$15	\$22
Picnic Shelter – More than 4 hours	\$25	\$37

Gazebo/Fountain	Resident	Non-Resident
Gazebo or Fountain – 4 hours or less	\$15	\$22
Gazebo or Fountain – More than 4 hours	\$25	\$37

Gym Rental	Resident	Non-Resident
Gym Rental per hour	\$25	\$37
Gym Rental – daily (4 hours)	\$100	\$150
Gym Rental per hour - Commercial	\$40	\$60
Gym Rental – daily (4 hours) - Commercial	\$150	\$230
Additional staff fee (min. 2 hours)	\$15/ hr	\$15/ hr

\*A \$50 refundable security deposit will be collected if food/beverages are served.

Field / Court Rental (non-tournament rates**)	Resident	Non-Resident
Field Rental (no lights)	\$10/hr	\$15/hr
Light Fee	\$10/hr	\$10/hr
Optional Field Prep Fee In-Season*	\$20/Field	\$20/Field
Optional Field Prep Fee Off-Season*	\$85	\$85
Tennis Court Rental	\$5/hr	\$7/hr
Tennis Court Rental – Daily	\$20	\$30

\*Baseball/Softball Fields In-Season: March – August

\*Soccer/Lacrosse Field In-Season: August – December

\*\* Contact Athletic Director for tournament rates.

# Rental Policies

## J. Bryan Floyd Community Center and Athletic Fields

### Reservations / Security Deposits

1. All Facility Reservation requests must be made in writing at least fourteen (14) days prior to the event by using a Facility Rental Application Form. Applications may be picked up at the North Myrtle Beach Parks and Recreation Department, mailed or faxed upon request. Applicants must be at least 21 years of age.
2. Once the Facility Rental Application Form has been received you will be contacted within seven (7) business days regarding your event's approval. Additional information may also be requested at this time. No meeting or event is confirmed until a written contract is signed and fee is collected. Approval for use will be on a first come, first served basis. Applications will be accepted up to one year in advance.
3. Curfew for the J. Bryan Floyd Community Center and athletic fields is 11:00 pm.
4. Any facility rental in which food or drink is served will require a \$50 refundable security deposit in addition to rental fees.
5. For all tournaments, concessions will be provided by the Parks and Recreation Department or their designated appointee. No outside vendors are allowed to sell any type of merchandise (food, T-shirts, bats, etc.) without prior written approval from the Parks and Recreation Department.
6. For all tournaments, a tournament contract must be signed and returned along with \$200 security deposit at time of reservation.

### Fees / Security Deposit

1. The rental fee includes the use of bathrooms, water, electrical utilities, tables, chairs and room set up. The Parks and Recreation Department does not supply decorations, linens, tableware, silverware or place settings.
2. Rental fees may be paid in the form of cash, check or money order.
3. Tournament rental fees include field preparation one time per day and one bathroom cleaning per day. Additional field preparation is available at an additional cost (see Rental Fees).

### Alcohol/Smoking

1. No alcoholic beverages are allowed on City premises.
2. Smoking is not permitted on City Premises and the use of tobacco products is prohibited.

### Parking

1. Parking is permitted in designated parking spaces only.

### General Usage Policies

1. The J. Bryan Floyd Community Center is not available for rent on City recognized Holidays.
2. All children age 16 and under must be supervised by an adult.
3. No pets are permitted in the Center.
4. Anyone using profanity or fighting will be removed from the Center.

## **Set Up/Decorations**

1. All outside rental equipment must be pre-approved by the Parks and Recreation Department. The Lessee is required to provide the Department with a detailed layout of the room set up and decorating plans within seven (7) days prior to the event. If no written layout is received by this time the Lessee will forfeit room set up.
2. Decorations must be pre-approved by the Parks and Recreation Department. Decorations must be free standing or tabletop. No fog machines, propane tanks or helium tanks are permitted in the Center. If helium balloons are used, they must be inflated prior to arrival or they must be blown up outside of the facility. Plants must have drainage protection for flooring. Tape, tacks, nails, screws, staples, glue or other surface adhesives or objects that may damage the walls or other property are not permitted, and the Lessee will be charged for any repairs. Decorating windows, light fixtures or painted surfaces is prohibited. Candles are prohibited with the exception of candles on birthday cakes. Throwing rice, confetti, bird seed or other materials is prohibited.

## **Cancellations/Refunds**

1. A cancellation must be made in writing to the Parks and Recreation Department from the individual whose name appears on the rental contract. Verbal requests will not be accepted or qualify for refunds. No refund will be given for events cancelled less than seven (7) days prior to the reservation. A \$15 administrative fee will be assessed for all refunds.
2. The Parks and Recreation Department reserves the right to cancel the rental contract in the event of inclement weather, catastrophe or unforeseen circumstances and shall return fees collected from the Lessee. The Department shall not be responsible for any cost incurred by the Lessee in connection with the cancelled event.
3. The Parks and Recreation Department reserves the right to cancel any and all events/rentals if lessee or member of group is in violation of Department rules and regulations, or City Ordinances.

## **Damages/Clean Up**

1. Clean up must be completed prior to end of rental period. The Lessee is responsible for making sure rental rooms and outside grounds are clear of food and beverage spills, personal belongings, rental equipment and decorations. Garbage must be collected and placed in trash cans.
2. Damage fees may be deemed necessary by the Parks and Recreation Department. Damage fees are based on repair or replacement costs including labor incurred by the Parks and Recreation Department. The Parks and Recreation Department may take legal action to recover these costs.  
These items include, but are not limited to:
  - Stains on walls
  - Broken furniture and/or equipment
  - Defacement of any part of the interior or exterior of building
  - Damage created by improper use of equipment or non-compliance of facility rules
  - Equipment found to be missing as a result of group using the building
  - Unauthorized use of any rooms/facilities
  - Unauthorized extension of hours; this may include over time fees as well as additional rental fees
  - Equipment left for storage; this includes outside equipment rentals
3. After the event, a post-function walk through will be performed. Center staff will visually inspect the building immediately following the function with a member of the group; if one is available. Staff will review the room for possible damage, problems and/or left over equipment.