



RESERVATION REQUESTS MUST BE MADE A MINIMUM OF SEVEN (7) DAYS IN ADVANCE

Contact Person: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Phone: _____

Reservation taken by: _____
Reservation approved: _____
Amount paid: _____
Date: _____
Method: _____

Park/Rec Center Requested: _____ (Please complete a separate form for each location)

Field(s): _____ Court(s): _____ Gym: _____ Other: _____ (gaga pit, rec center, track)

Sport / Activity Scheduled: _____

Expected Number in Group: Adult _____ Youth _____

Is this reservation for a Game ___ or a Practice ___ Base Distance ___ Chalk Lines ___ Mound Distance _____

Days of week	Date(s)	Starting Time	Ending Time
Monday (s)			
Tuesday (s)			
Wednesday (s)			
Thursday (s)			
Friday (s)			
Saturday (s)			
Sunday (s)			

REGULATIONS

- Full payment will be due at time of reservation confirmation. Renter must be able to show receipt upon request.
- Person signing this form below shall be responsible for conduct of group and any damages to property.
- Area is to be cleaned after use and trash and recycling put in appropriate receptacles.
- General park rules: No alcoholic beverages or glass containers allowed. No tobacco products, smoking, e-cigs, or vaping use of any kind allowed anywhere on or in PARC facilities.
- Reservations that are cancelled or closed by Cornelius PARC due to inclement weather or other means can be rescheduled for another date based on availability, credited to a future reservation, or refunded in accordance with refund procedures.
- Facility reservations cancelled by user groups must be communicated to Cornelius PARC. Refunds will be given based on the following procedures: cancellations more than two (2) weeks out receive a 90% refund, cancellations more than one (1) week out receive a 50% refund, and any cancellations made less than one (1) week out will not receive any refund.
- WEATHER HOTLINE: 704-896-2460 x 290. The PARC website will also list closures under "Field Conditions" Monday-Friday excluding weekends and holidays.
- This form must be accompanied by a signed Facility Use Agreement, completed once annually.
- ALL baseball user groups will be responsible for moving portable mounds on the field / off the field for each approved reservation. Metal cleats ARE NOT ALLOWED on portable pitching mounds.
- The Town of Cornelius PARC Department does not discriminate against any person based on age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin in the operation, conduct, or administration of community recreation programs or its facilities. Third parties who receive a permit from the Town to operate, conduct, administer or offer a community recreation program activity or service are held to these same standards.
- Cornelius PARC reserves the right to make necessary adjustments to reservation schedule or to revoke reservations.

I have read completely and understand fully the regulations of this permit.

Signature of Authorized Representative of Organization

Date

**Please return forms to: Cornelius Town Hall
Attn: PARC Department
PO Box 399
Cornelius, NC 28031**

**Email: parc@cornelius.org
Fax: 704-896-2462
Phone: 704-892-6031 x 160
WEATHER HOTLINE: 704-896-2460 x 290**