Kenansville Parks & Recreation Department

Use of Ball Fields	at Kenan	Park Request	Form
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		Check Fields Request	Name of Park: <u>Kenan Park</u>
		equest:	Name of Individual Making I
Zip Code:	State:	City:	Address:
	Phone #:	or	Phone #:
		tion:	Name of Sponsoring Organiz
			Email:
est Form)	plete the Use of Electricity	: Yes/No (If yes, please com	Requesting The Use of Light
's Rate and Fee Schedule.	in the Town of Kenans	/per field. Rate can be found	The charge for lighting is per hou
ase list amount:	_ If charging admissior	for Event:	Number of Persons Expected
om the Town of Kenansville and			NOTE: Tents and amusements (i.e. a copy of an insurance policy namin
nd time):	nt (Please list start time a	Hours of Ever	Date of Event:
ay require approval:	ould like to bring as the	ings/equipment that you wo	Check any "non-facility" furnisl
	Other (Please speci	DJ/Sound System	Cooker Stage
sign below.)	llations (Please read	/Property Rules and Regu	Use of Facilit
wn of Kenansville. e groups to obtain extra	e paid in advance to th es the right to require ng or selling of goods ly explained. Please pr	for any damages incurred of lity/property clean. of facility/property must be creation Department reserv es may not be used for buying the Town Manager.	 User must leave the fac Any and all fees for use Kenansville Parks & R security personnel. Town facilities/propert written permission fror Any fees charged, inclu
le this	• • •	ding entry fees, must be full	7. Any fees charged, inclu

9. There will be a maximum of 12 hours per reservation unless pre-approved by the Town Manager.

I have read the above rules and regulations and agree to follow them.

Signature: _____

Kenansville Parks and Recreation Department

Electrical Policy and Procedure for Facility/Property Reservations

Name:	Date of Reservation:		
available at the facility/property. Pleas	Il make reasonable efforts to provide power if outlets are ist all equipment that will require electricity below so that we and if our facility/property can support the use of equipment.		
There will be no refunds if the user can	es a power overload.		
Please call 910 – 296 – 0369 or 919- 6 Recreation Department.	-0506 should you need emergency assistance from the Parks and		
Reservation Includes: Ball Field 1	Ball Field 2 Ball Field 3		
List all items will bring that will requir	electrical power:		
1. 2. 3. 4. 5. 6. 7.			
Signed:	Date:		
For Office Use Only:			
Request Approved by Town Manager:	Date:		
User Fee: Paid C	n: Paid Check (Check #):		
Staff Assigned if Needed:			
Request Denied by Town Manager: If Denied, Reason Given:	Date:		