



**Town of Catawba
Park Shelter Reservation Form**

Applicant Name: _____

Date: _____

Organization: _____

Address: _____

Town/State/ZIP: _____

Telephone: _____

Requested Date of Use: _____

Shelter Requested (Circle One): Upper Lower

I the undersigned applicant understand that I am responsible for the facilities reserved and agree to comply with the town ordinance regulating use of the park. Specifically, I agree that the facilities will be cleaned as stated in section 1 of the park use ordinance. I understand that my deposit may be forfeited if the facilities are damaged or not cleaned.

Signature

Charges:

Deposit: \$20.00

Fee for Town Residents & Organizations in Town: \$0.00

Fee for Non-Residents & Organizations outside Town: \$25.00

For office use:

Key issued: _____

Key returned: _____



Town of Catawba Public Use of Town Owned or Operated Recreation Facilities

1. The picnic shelters may be reserved for non-profit uses in the discretion of the Town Manager between the hours of 7:00 a.m. and 10:00 p.m. except as otherwise provided herein. An application for reservation shall be submitted to the Town Staff prior to use. All applications for reservation shall be approved by the Town Manager. The applicant shall be responsible for the conduct of the group, damage to the property, and clean up of the area after use. All clean up shall be completed by 10:00 p.m. on the date of the reservation. "Clean up" shall include, but is not limited to the following:
 - a. Applicant shall clean off all tables;
 - b. Applicant shall sweep all cement floors;
 - c. Applicant shall remove all trash from the property (including but not limited to cigarette butts) and shall deposited all trash in receptacles by the Town;
 - d. Applicant shall turn off all lights;
 - e. Applicant shall sweep all restrooms and remove all trash from restrooms including trash located in trash cans;
 - f. Applicant shall lock all restroom doors; and,
 - g. Applicant shall perform any and all other clean-up work designated by the Town Manager to the satisfaction of the Town Manager.
2. A deposit is required by the applicant upon approval of application by the Town Manager to reserve facilities. The amount of deposit shall be set by the Town Council. The entire deposit shall be refunded if no damage was incurred and the area was cleaned up according to the specifications of Section 1 above and the satisfaction of the Town Manager. If damage is incurred or the area was not cleaned according to Section 1 and the satisfaction of the Town Manager, the deposit shall be immediately forfeited to the Town. If damage is incurred or the area is not cleaned according to Section 1 and the satisfaction of the Town Manager and the cost to the Town to clean up the area or repair any and all damages is greater than the amount of the deposit, the applicant shall be responsible to the Town for the cost the Town incurs in repairing any and all damages and cleaning the area to the satisfaction of the Town Manager.
3. Picnic shelters shall not be reserved for any person or group on the following days:
 - a. Memorial Day
 - b. Labor Day
 - c. July 4th
4. A fee for the use of the facilities may be imposed upon any applicant by the Town Council. The applicant shall pay immediately when due any and all fees for use of the facilities imposed by the Town Council according to fee rates and a fee schedule adopted by the Town Council.

5. No alcohol or illegal substances are permitted on the park premises.
6. Smoking in the park restrooms is prohibited.
7. Profit generating activities are not permitted on the premises unless associated with a Town sponsored event.
8. No firearms, weapons, explosives, or knives (other than those typically used for cooking and eating purposes) are permitted on the premises.
9. No behavior that disturbs the peace and tranquility of the surrounding community is allowed or permitted on the premises. If a disturbance is caused, any law enforcement officer or Town staff person may order the event and reservation cancelled and may order any and all person to leave the premises.
10. Parking is only permitted in designated areas. Parking or driving on the grass or walking trail is prohibited.
11. Skates, rollerblading or skateboards are not permitted on the premises.
12. Off-road or all-terrain vehicles are prohibited on the premises.
13. Bicycles or vehicles are prohibited on the walking trail.
14. No pets (including cats and dogs) are permitted on the premises except animals used by the visually impaired and animals which at all times are leashed and controlled by their owners. Animal waste or excrement shall be immediately removed by the animal's owner from the park premises. No animal waste shall be placed in Town refuse containers.
15. No person shall loiter in or upon park grounds or buildings between the hours of 10:00 p.m. and 7 a.m.
16. It shall be unlawful for any person to:
 - a. Dig or remove any soil, rock, sand, stones, trees, shrubs, or plants or other wood or material or make any excavation by tool, equipment, blasting, or other means or agency on the premises.
 - b. Damage, cut, carve, mark, transplant or remove any plant; or in any other way injure the natural beauty or usefulness of any area of the Town park.
 - c. Take into, carry through, or put into the park or recreational area any rubbish, refuse, garbage or other waste material. Any refuse, rubbish, garbage or other waste material brought to or created while using the park or recreational area shall be deposited in receptacles provided around the park or recreational area.
17. Anyone who violates Sections 5 through and including 16 above shall be guilty of a misdemeanor and may be fined \$100.00 per offense per day. Any town employee or law enforcement officer may enforce this Article.