



Town of Apex-Shelter Reservation Form

53 Hunter Street Apex, NC 27502 (919)249-3402

Applications are processed only during the business hours of Monday through Friday from 8am-5pm

Name: _____ Phone (#): _____

Address: _____ City: _____ Zip Code: _____

Email Address: _____

ALL SHELTER RENTALS REQUIRE A **\$100** REFUNDABLE DAMAGE DEPOSIT

Shelter	Fees (for each 4 hour time frame)	Capacity	Amenities
Apex Community Park Small Shelter Large Shelter	\$50 (Residents) \$75 (Nonresidents) \$70 (Residents) \$105 (Nonresidents)	50 people 100 people	Charcoal grill, water spigot and electrical outlet is located at the shelter
Jaycee Park	\$50 (Residents) \$75 (Nonresidents)	50 people	Charcoal grill and electric outlet at shelter
Kelly Road Park (This shelter is located next to the parking lot)	\$50 (Residents) \$75 (Nonresidents)	50 people	Charcoal grill at shelter and electric outlet by the bathroom

Date: _____ Rental Day (Circle one): M - T - W - TH - F - S - SN Type of Rental: _____

Shelter (Circle one): ACP Small - ACP Large - Jaycee Park - Kelly Road Park

Please check the correct time frame (All time frames are seasonal):

November through February: 10am-2pm 2-6pm

March through October: 8:30am-12:30pm 1-5pm 5:30-9:30pm

REFUND POLICY:

- a) No reschedule, credit or refund, in any amount excluding damage deposit, will be made if person/group cancels the rental event less than seven business days prior to the rental.
- b) If persons/groups request a change more than seven days prior to the rental event, all fees and deposits may be transferred subject to room availability and the availability of required staff. However reschedule dates may occur no later than thirty days from original date.
- c) If person/groups cancel 7-59 business days prior to rental only a 50% refund will be issued upon written request. If person/group cancels rental 60 or more business days prior to rental a 90% refund will be issued upon written request.
- d) The Town of Apex reserves the right to cancel reservations if such cancellation is deemed to be in the best interest of the Town or if the Community Center is closed due to Acts of God. A full refund, including damage deposit, will be made if the Town cancels the rental.

RULES AND REGULATIONS:

- a) The party signing this application must be 21 years of age and is held responsible for any and all damage or misuse of Town property and shall bear full replacement cost for any breakage, loss or damage, via a portion or full forfeiture of the \$100 damage deposit and or additional monies if costs exceed the deposit amount
- b) Rentals accommodating over 100 guests, require the approval of the APR&CR Director, prior to booking and may be subject to 1) additional damage deposit 2) security provided by the Apex Police Department, negotiated and coordinated by, and at the expense of the rental group, prior to rental approval.
- c) **NO ALCOHOLIC BEVERAGES** are allowed on Town Property.
- d) Use of inflatables must be approved by APR&CR in advance.
- e) Gas grills and pig cookers must be placed within the paved parking lot area.
- f) The Town reserves the right to deny any rental application where the proposed use is deemed to conflict with planned programs or adjacent or existing rentals.
- g) Facilities cannot be rented by persons or groups for purposes of making a profit, fundraising, auctioning, selling, trading or exchanging products and services UNLESS by a qualified nonprofit group exhibiting proof of 501c3 status at time of application and with the prior approval of APR&CR Director.
- h) Non Profit groups, exhibiting proof of 501c3 status at time of application, are eligible for a 25% reduction of rental fees. This reduction does not apply to any extra fees or to the required damage deposit.
- i) Any rental amendments must be made at least seven business days prior to the date of rental. This includes but is not limited to: requests for change of shelter.
- j) Rentals are booked on a first come first served basis only and may not be booked any further in advance than twelve months from rental date.
- k) The following shall be prohibited within or on the facility premises; 1) all illegal drugs or other substances, 2) weapons of all kinds except for Law Enforcement Officers in the execution of their duties or during Town of Apex approved public demonstrations, 3) use of profanity, profane gestures and any unruly behavior detrimental to the normal operation of the facility or the safety of the public and employees, 4) and/or any other action deemed necessary by the Town of Apex, or its designee, to protect the health and welfare of the public, employees or the facility.

DAMAGE DEPOSIT REFUNDS:

- a) Upon full compliance with all the referenced contract conditions, APR&CR staff will send to the Apex Finance Department, a Refund Request, after calculating any applicable charges subject to deduction from the damage deposit.
- b) Damage deposit refunds are issued to the Apex Resident or Nonresident making application for the rental.
- c) Under normal conditions the Apex Finance Department issues a refund via mail, within 2 weeks of the rental.

Signature: _____

Date: _____