



*Settled 1752*  
**JAMESTOWN**  
NORTH CAROLINA

**Parks and Recreation Advisory Committee Meeting**  
**October 2, 2023**  
**6:00 pm in the Civic Center**  
**Agenda**

1. Call to Order- Doug Sampson, Chair
2. Consideration of approval of the minutes from the August 7<sup>th</sup> Parks and Recreation Committee Meeting- Doug Sampson, Chair
3. Consideration of recommendation of approval of amendments to the Jamestown Park & Golf Course Complimentary Play Policy- Marcy Newton, Golf Pro
4. Consideration of recommendation of approval of amendments to the Facility Use Guide for the Clubhouse at the Jamestown Park and Golf Course- Marcy Newton, Golf Pro
5. Consideration of recommendation of approval of amendments to the Tee-Time Reservation Policy- Marcy Newton, Golf Pro
6. Consideration of recommendation of approval of implementation of Jamestown Park & Golf Course Event Contract- Marcy Newton, Golf Pro
7. Presentation of Jamestown Park & Golf Course Maintenance Report- Jamey Claybrook, Golf Course Superintendent
8. General Parks and Recreation Updates- Scott Coakley, Parks Superintendent
9. Public Comment
10. Other Business
11. Adjournment

**Chair**  
Doug Sampson

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
Daniel McDaniel, Vice Chair  
Charles Clapp, Jr.  
Amy Reese  
Denise Johnson  
Phyllis Bridges  
Lamar Lee  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of the minutes from the August 7th Parks and Rec Meeting      **AGENDA ITEM #:** 2

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** October 2, 2023

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Administration

**CONTACT PERSON:** Katie Weiner, Asst. Mgr./Town Clerk

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**SUMMARY:**

Minutes from the August 7th Parks and Recreation meeting are attached

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**ATTACHMENTS:** Minutes from the August 7th Parks and Recreation Committee Meeting

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that the Parks and Rec Committee approve the August 7th P & R Minutes

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Parks and Rec Committee Member makes a motion to approve the minutes from the August 7th Parks and Recreation Committee meeting as presented.

**FOLLOW UP ACTION NEEDED:** N/A

**DRAFT**

**Parks & Recreation Advisory Committee  
August 7, 2023  
6:00 pm in the Civic Center  
Minutes & General Account**

**Parks & Recreation Advisory Committee Members Present:** Doug Sampson, Chair; Charles Clapp, Jr., Phyllis Bridges, Denise Johnson, Lamar Lee, Amy Reese, & Maria Ashburn (Alternate Member)

**Parks & Recreation Advisory Committee Members Absent:** Daniel McDaniel, Vice Chair

**Council Member Representative Present:** Council Member Capes

**Staff Members Present:** Matthew Johnson, Katie M. Weiner, Scott Coakley, & Rebecca Ashby

**Visitors Present:** None

**Call to Order-** Sampson called the meeting to order.

**Approval of minutes from the March 6, 2023 meeting-** Denise Johnson made a motion to approve the minutes from the March 6<sup>th</sup> Parks and Recreation meeting. Bridges made a second to the motion. The motion passed by unanimous vote.

**Consideration of recommendation of approval of amendments to the Town of Jamestown Uniform Park Rules and Regulations-** Coakley presented an overview of the proposed amendments to the Park Rules and Regulations. He stated that a lot of the changes were minor, and he noted that employee titles had been updated throughout the document. He said that there had been some issues with patrons that were cancelling their shelter reservations a day or two before their event was scheduled. Coakley noted that the late notice made it unlikely that the Town would be able to rent the shelter out to another customer. He stated that language had been added to "Section 26. Picnic Shelter Use" that would implement a \$25 service fee if there was a reservation cancellation within 7 days of a scheduled event. Coakley said that staff hoped that the charge would discourage customers from cancelling and would also allow the Town to recoup some of the lost revenue from the rental.

Coakley noted that additional language had been added to "Section 26. Picnic Shelter Use" that would allow the Town to require a deposit for shelter rentals. He added that there had been several issues with customers that had rented shelters and left excessive trash, confetti, etc. for Town staff to clean up. He stated that deposits would be refunded to renters after the area had been inspected by Town staff.

Lee discussed the cancellation process on the MyRec software for shelter rentals with Coakley.

Lee made a motion to recommend that the Town Council approve the amendments to the Town of Jamestown Uniform Park Rules and Regulations as presented. Denise Johnson made a second to the motion. The motion passed by unanimous vote.

**Consideration of recommendation of approval of implementation of shelter deposits-** Coakley presented information regarding the implementation of shelter deposits. He noted that staff was recommending that a \$50 deposit be added to all shelter reservations.

DRAFT

Lee suggested that the policy be printed out and displayed at the shelter as a reminder for customers to leave the area clean. Coakley said that was a great idea.

Ashburn stated that the deposit made sense and that customers may be more inclined to clean up their messes if they were required to pay a deposit upfront.

Sampson briefly discussed the deposit amounts charged by other parks in the area with Coakley.

Denise Johnson made a motion to recommend that Council approve the implementation of a shelter deposit. Lee made a second to the motion. The motion passed by unanimous vote.

**Consideration of recommendation of approval of implementation of service fees-** Coakley stated that staff was recommending that a \$25 service charge be implemented for the cancellation of a shelter reservation within 7 days of the date reserved.

Sampson and Coakley discussed whether or not the amount was sufficient to discourage cancellation. Coakley said that it was a good place to start and the amount could be revisited in the future if necessary.

Lee said that he had worked for the City of High Point's Parks and Recreation Department in the past. He noted that, in his experience, people seemed capable of conforming to new rules fairly quickly.

Lee made a motion to recommend that Council approve the implementation of service fees for shelter rental cancellation. Bridges made a second to the motion. The motion passed by unanimous vote.

**Request for Motion of Support for T-Mobile Hometown Grant-** Ashby introduced herself as the new Grants Administrator for the Town. She said that she had been researching grants that the Town may be qualified to receive. She stated that T-Mobile had committed to providing \$25 million in grant funding through 2026. She added that they would award 25 grants per quarter to fund projects in towns with less than 50,000 people that would benefit the entire community. Ashby stated that if the Town were awarded the funding, staff would be able to purchase an automatic line marker for the soccer fields, portable benches for youth teams, and portable bleachers for spectators at games. She said that the grant was for \$50,000 and did not have a match requirement. She requested that the Parks and Recreation Committee support the Town's application for the T-Mobile Hometown Grant.

Parks and Rec Committee Members discussed the details of the T-Mobile Hometown Grant with Ashby.

Sampson welcomed Ashby and thanked her for seeking additional funding for the Town.

Bridges made a motion to support the Town's T-Mobile Hometown Grant application. Reese made a second to the motion. The motion passed by unanimous vote.

**Public Comment-** Nobody signed up.

**Other Business-** Coakley stated that the Town would host Music in the Park at Wrenn Miller on September 1<sup>st</sup>. He added that 80z Nation would be the band featured, and he encouraged everyone to attend.

**DRAFT**

**Adjournment-** Denise Johnson made a motion to adjourn. Clapp made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 6:26 pm.

**Chair**  
Doug Sampson

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
Daniel McDaniel, Vice Chair  
Charles Clapp, Jr.  
Amy Reese  
Denise Johnson  
Phyllis Bridges  
Lamar Lee  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of amendments to Complimentary Play Policy

**AGENDA ITEM #:** 3

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

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**MEETING DATE:** October 2, 2023

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Golf Pro Shop

**CONTACT PERSON:** Marcy Newton, Golf Pro

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**SUMMARY:**

Staff will present information on the amendments to the Jamestown Park & Golf Course Complimentary Play Policy.

Staff is requesting that the Parks and Recreation Committee recommends that the Town Council approve the amendments to the Jamestown Park & Golf Course Complimentary Play Policy as presented.

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**ATTACHMENTS:** Amended Jamestown Park & Golf Course Complimentary Play Policy

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that the Committee recommend that Council approve the amendments

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Parks and Rec Committee Member makes a motion to recommend that the Town Council approve the amendments to the Jamestown Park & Golf Course Complimentary Play Policy as presented.

**FOLLOW UP ACTION NEEDED:** The amendments will be presented to Council at the October 24th TC Meeting.

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The Town of Jamestown will extend golf privileges to employees and partners (as defined in the policy below) throughout the year based on the adopted Complimentary Play Policy. Certain restrictions and guidelines will apply and must be followed. These guidelines will be consistent for everyone and each employee is expected to follow the rules accordingly. In addition to Complimentary Play Policy requirements, the following Golf Department practices and procedures must also be observed and followed:

1. Play will be on a space available basis only. Those receiving complimentary ~~benefits~~ benefits must yield their tee time to paying customers. Tee times may only be made 24 hours in advance if approved by ~~golf shop~~ the Golf Professional or their designee.
2. All employees must check in through the golf shop prior to playing and obtain a receipt. Those receiving complimentary play must be documented.
3. Employees ~~are to always~~ shall help enforce and follow all rules of play for the day.
4. Negative or derogatory comments regarding town or course rules, course playing conditions, and Jamestown facilities in general will not be tolerated.
5. Employees have unlimited use of the practice facilities if ~~applicable and~~ available.
6. Golf privileges are for the employee only and do not apply to family or guests except as allowed by policy.
7. New part-time personnel hired will be offered ~~minimum~~ wages with consideration of work experience and the complimentary play privilege benefit.
8. Finally, and most importantly, as employees, we need to realize having golf available to us is a privilege, not a right and should always be treated as such.

Violation of the Town Personnel Policy, Complimentary Play Policy, and/or Golf Department practices and procedures will result in the loss of golf privileges and or disciplinary action up to and including possibly dismissal.

Each town employee must read the Complimentary Play Policy and sign the policy agreeing to adhere to the requirements set forth by Town Council.



**Town of Jamestown  
Jamestown Park Golf Course  
Complimentary Play Policy**

Adopted March 1996  
Revised August 19, 2014  
Revised October 24, 2023

All groups listed below may receive complimentary green fees, carts, and driving range privileges Monday through Friday and after 2:00 PM on Saturdays, Sundays, and holidays. Complimentary green and cart fees are allowed on weekends or holidays prior to 2:00 PM if at least one (1) player in his/her group pays the full rate for green and cart fees. Specific requirements for each individual group are listed below:

**Council Members:** This policy applies to all current and former council members. ~~Spouses are included, but rounds for spouses are limited to one round per week.~~ Rounds are not to be carried over or to accumulate. No other family members have complimentary privileges.

**Town Employees:** This policy applies to full-time employees, part-time employees and retirees with twenty years or more service with the Town. ~~Part-time employees must have worked a minimum of twenty-four (24) hours per month in the preceding month to continue to qualify for complimentary play.~~

**Jamestown EMS Personnel and Firemen:** This policy applies to Emergency Medical Service (EMS) members and current fulltime and volunteer firemen stationed in Jamestown. The Fire Chief will be responsible for providing a list of department employees stationed in Jamestown and request player cards be issued to receive complimentary play. A maximum of twelve cards may be issued to EMS Personnel and Firemen.

**Jamestown Sheriff Deputies:** This policy applies to current Sheriff Deputies stationed in Jamestown. The Sheriff will be responsible for providing a list of department employees stationed in Jamestown and request player cards be issued to receive complimentary play. A maximum of twelve cards may be issued to Sheriff Deputies.

**PGA OfficialsMembers:** This policy applies to ~~currently licensed~~ members of the Professional Golf Association (PGA) and Ladies Professional Golf Association (LPGA).

**Superintendents** This policy applies to ~~current ly licensed~~ members of the North Carolina Golf Course Superintendents Association.

~~Others: Golf Course Management can extend green fees, carts, and driving range privileges to those groups/ individuals who have a direct, business relationship with the Town of Jamestown Park Golf Course. Extreme discretion should be used in issuing these privileges and they should be issued on a limited, non-reoccurring basis and only when they can lead to a benefit for the Town of Jamestown.~~

Golf Course Management will provide the Finance Director on the first of each month with a list of individuals who have been granted complimentary play during the preceding month.

Complimentary golf benefits may be subject to Internal Revenue Service regulations for taxable fringe benefits.

*By signing below, I agree to comply with the Town Council adopted Complimentary Play Policy as stated above and understand violation of said policy and/or Golf Department practices and procedures will result in the loss of golf privileges and possibly dismissal.*

Employee Name (printed)

Employee Signature

Date

Supervisor Signature

Date



**Chair**  
Doug Sampson

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
Daniel McDaniel, Vice Chair  
Charles Clapp, Jr.  
Amy Reese  
Denise Johnson  
Phyllis Bridges  
Lamar Lee  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of amendments to the Facility Use Guide for the Clubhouse      **AGENDA ITEM #:** 4

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** October 2, 2023

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Golf Pro Shop

**CONTACT PERSON:** Marcy Newton, Golf Pro

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**SUMMARY:**

Staff will present information on the amendments to the Facility Use Guide for the Clubhouse at the Jamestown Park & Golf Course.

Staff is requesting that the Parks and Recreation Committee recommends that the Town Council approve the amendments to the Facility Use Guide for the Clubhouse as presented.

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**ATTACHMENTS:** Amended Facility Use Guide for the Clubhouse at the Jamestown Park & Golf Course

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that the Committee recommend that Council approve the amendments

**BUDGETARY IMPACT:** N/A

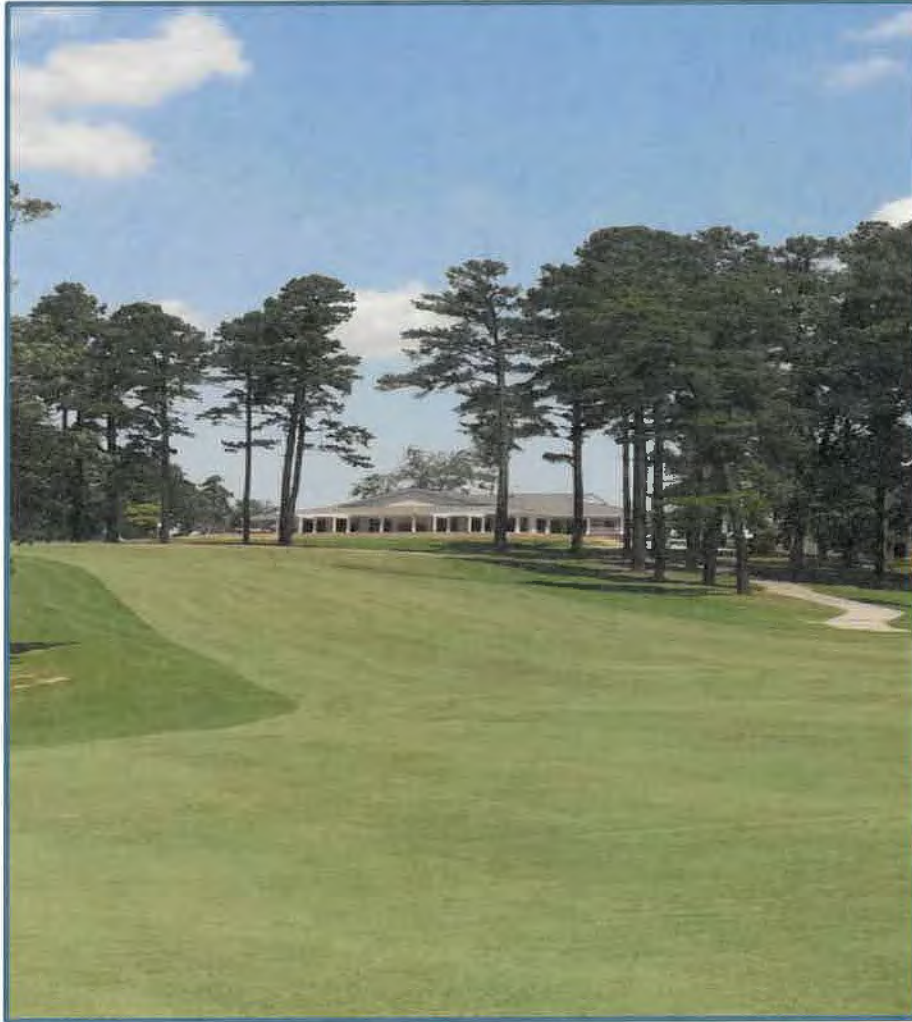
**SUGGESTED MOTION:** Parks and Rec Committee Member makes a motion to recommend that the Town Council approve the amendments to the Facility Use Guide for the Clubhouse at the Jamestown Park & Golf Course as presented.

**FOLLOW UP ACTION NEEDED:** The amendments will be presented to Council at the October 24th TC Meeting.

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# JAMESTOWN PARK

## Facility Use Guide



For information or to book an event date  
contact Pro Shop at 336-454-4912

Website: <http://www.jamestownparkgolf.com/>

Thank you for choosing the Jamestown Park Clubhouse for your event. We look forward to working with you in making your event a success. Below is general information about the Clubhouse, which we encourage you to review as soon as possible. Jamestown Park Clubhouse is not available for rent on the evening before Thanksgiving, Thanksgiving Day, Christmas Eve and Christmas. **When you sign the Rental Agreement you will be agreeing that you have read and understand all the information in this Facility Use Guide.** Please contact the Pro Shop staff if you have any questions.

#### **Rental Agreement, Deposits & Final Payment:**

Your reservation will be confirmed when we receive your signed Rental Agreement, Rental Addendum, fees, and deposit. Any additional charges incurred will be deducted from your deposit before the deposit is refunded to you. Make checks payable to "Town of Jamestown". Anyone leasing the Jamestown Park Clubhouse must be at least 25 years of age. Only the rooms designated in the Agreement are to be used during your event. The person signing the agreement **MUST** be in attendance throughout the entire function. The person signing this contract is legally responsible for making sure all procedures are followed and it is the responsibility of the signer to ensure that the facility is properly used and cared for. Users are responsible for any and all damages to the facility caused as a result of his/her event and his/her guests. A rental or reservation agreement may NOT be transferred or assigned to any other person or group without approval by the Director of Golf.

**Cost Estimate:** The Rental Addendum is a cost estimate based on the information you gave us at the time of the rental.

**Liability:** You cannot have more people in the room(s) you have rented than our fire capacities allow. ~~The Mendenhall room capacity is 60 and the Lindsay and Charles rooms will accommodate 52~~ Capacity limits are listed below and are subject to change. **When staging tables and chairs for your event, there must be space in front of all entry/exit doors equal to or greater than a six (6) foot radius per the Fire Marshall. There are NO EXCEPTIONS to this rule.** No smoking, vaping, or tobacco products are allowed inside the building. Any damage to the clubhouse caused by you or your guests will be taken out of your Deposit. The Town of Jamestown (dba Jamestown Park) is not responsible for any personal property or equipment brought to or left at the Clubhouse.

The renting individual or group, their guests and invitees, understand and agree that the Town of Jamestown (dba Jamestown Park) will not be responsible for injury to persons using the premises under the terms of the application, nor for damage to or loss of property brought onto the premises, and that the Town of Jamestown (dba Jamestown Park) will be held harmless for any such injury, damage or loss resulting from use of its property, including any court cost and attorney fees.

**Insurance:** ~~The Town of Jamestown will determine the type of insurance coverage required for an event based on the following:~~

~~A. Non profit/Civic Groups/Business Organizations: These groups should have an existing general liability policy and must provide a certificate of liability insurance naming the Town of Jamestown as an additional insured, with a minimum of \$2 million in liability coverage.~~

~~Private events: These groups may not have an existing~~ All Users shall have either a general liability insurance policy, in which case they or shall obtain a "Special Event" policy. Said policy must have with a certificate of liability insurance naming the Town of Jamestown as an

additional insured with at least \$21 million of coverage.

The Director of Golf may, ~~in concurrence with the Town Manager/Assistant Town Manager, and the Finance Director,~~ allow for certain small events with a limited number of people or limited risk without the requirement for an insurance policy. In such cases, a Hold Harmless or Waiver of Liability must be signed releasing the Town of Jamestown and Jamestown Park Golf Course from any and all liability. For certain larger events, the Director of Golf may require more or additional insurance as he or she deems appropriate.

Insurance coverage must coincide with the dates of the User's contracted event date(s). If the user fails to provide evidence of coverage prior to the event, the Town may cancel the event and user shall forfeit all rights to refunds of any monies paid.

**Catering Services:** ~~You-Users~~ are welcome to use any caterer on the Jamestown Park Clubhouse list of approved caterers. If you find a caterer you would like to use that is not on the list, we will work to add them provided they meet Jamestown Park Clubhouse requirements. Due to health code restrictions and security requirements, no one may enter the kitchen facilities except the Jamestown Park Clubhouse staff Event Host. If it is agreed the Jamestown Park Clubhouse staff will provide food services, then charges for the same plus applicable taxes and service charges will be included in a Rental Addendum as agreed upon no later than two (2) weeks prior to the event.

**Food Provided by You:** You may bring in your own food or have your guests bring covered dishes. You will need to bring everything related to your food service. Due to health code restrictions and security requirements no one may enter the kitchen

facilities except the staff Event Host. **You are responsible for clearing your tables of all trash and placing it in the trashcans we provide.** The Event Host will remove trash bags as necessary and place them in the dumpster. All or a portion of your Deposit will be retained, if necessary, to cover the expense of excessive cleanup or any damages.

**Third-party vendors:** It shall be expressly prohibited to invite any third-party vendor to provide any service without the written permission of the Director of Golf. All third-party vendors shall be subject to the same requirements for insurance as the User.

**Beverage Service:** Due to ABC laws, all alcohol consumed at Jamestown Park Clubhouse must be purchased from and served by the Jamestown Park Clubhouse staff Event Host. Jamestown Park Clubhouse offers a Cash Bar as described in the Fees and Charges Sections.

**Private Businesses:** Private businesses may not rent the facilities for private business endeavors. There is no exception to this requirement.

**Selling Tickets:** The selling of tickets or money exchange is not permitted at the clubhouse, including reselling alcohol from a hosted bar. Businesses selling products and events where the public has been invited and an admission is being charged are expressly prohibited.

~~Decorations: Any decorations brought on site must be flame retardant and any live greenery must be cut within 24 hours of the function. You cannot affix anything on the walls, floors or ceiling with nails, staples, carpet tape or any other substance that might damage Jamestown Park or the clubhouse. Glitter, rice, confetti, sparklers, canned string, or like products are strictly prohibited. Bubbles and birdseed are allowed outside only. All decorations brought~~

~~in by you must be removed at the conclusion of the event unless special permission and arrangements have been made in advance. Only enclosed flames are permitted (votive candles, candles floating in glass container, hurricane lamps, etc.)~~

**Event Hosts:** Event Hosts are scheduled to work based on agreed upon event schedule and approved access to the building. We schedule staff as Event Hosts based on when you tell us you plan to arrive. If you arrive prior to the scheduled time, the staff person may not yet be on site to assist you. (See Fees and Charges Section)

**Disclaimer:** The Town of Jamestown does not discriminate on the basis of race, sex, color, religious affiliation, age, or national origin. Groups or organizations using the facilities may not deny admission to their activities based upon race, sex, color, religious affiliation, age, or national origin. Approval to use the facilities is not an endorsement by the Town of Jamestown of the User's organization or group. The Town of Jamestown reserves the right to deny rental to any person or group which, in the option of the Town of Jamestown, would be detrimental to the safety of the facility or reflect negatively upon the Town or the Golf Course.

**Security:** The Director of Golf shall have the authority to require groups to hire off-duty ~~Sheriff Dept.~~ law enforcement personnel to provide security for an event. This shall be at the sole discretion of the Director of Golf and shall be part of the rental agreement. Fees will be assessed to the renter per the fee schedule.

**Reservations:** The first priority for reserving the facility shall be given to the Town of Jamestown. All other reservations shall be on a "first-come" basis subject to availability of the requested date. "First-come" means that a renter has submitted all required paperwork and fees for a date to be

reserved. Any unpaid balances must be paid in full a minimum of 30 days prior to the day of the event or the Town may cancel your reservation at its discretion. In the event that the user is making a reservation 30 days or less to the date of the event, all fees must be paid in full the day of confirmation. Any changes to the contract that incur a fee after the full payment is made and prior to the event must be paid in full as soon as changes are made. Any additional charges incurred during or as a result of the event shall be paid within seven (7) days following the event.

**Cancellations:** Cancellations must be reported in writing immediately to the Director of Golf. Refunds will not include any non-refundable deposits or fees. In the event that the Town incurs fees which cannot be refunded, the user shall be responsible for paying those fees.

#### Cancellation Notice Rate Schedule:

100% of deposit/rental fee to be returned by the Town of Jamestown if the facility is closed due to inclement weather or other act of God and the facility is closed by the Town.

100% of deposit/rental fee to be returned by the Town of Jamestown if user cancels the event 60 days or more before the event.

75% of deposit/rental fee to be returned by the Town of Jamestown if user cancels the event 59-30 days before the event.

50% of deposit/rental fee to be returned by the Town of Jamestown if user cancels the event 29 or fewer days before the event.

**Holidays:** Rental of facilities during Town of Jamestown employee holidays may be assessed at a premium rate of twice the regular rental fee and will be subject to staffing

availability.

### Rules and Regulations:

1. The User understands and agrees that The Town of Jamestown does not relinquish the right to control the management of the facilities. The Town of Jamestown reserves the right to enforce all necessary laws, rules and regulations during an event. All Town authorized personnel may enter the facilities during any event without restriction whatsoever. All facilities including the space that is being use and all parking areas will be, at all times, under the control of the Town of Jamestown. The Golf Course facility will not close during standard hours of operation for an event without prior written approval of the ~~Town Manager~~ and Director of Golf. Other patrons may be entering the facility during event hours.
2. Users and their guests must at all times conduct their activities with full regard to public safety and shall at all times abide by the directives of Town and Park staff, their representatives, or any other duly authorized government official responsible for public safety. Failure to do so will result in IMMEDIATE cancellation of the event and ejection from the premises and a forfeiture of any fees paid.
3. Users and their guests shall not enter any area of the facility not covered by the User agreement.
4. Access to the facility is only allowed on the day of the event. No access is permitted without advance permission of the Director of Golf or their designee. If User needs to occupy the facility for planning or rehearsal purposes, it must be planned in advance and calculated in the costs of the rental.
5. The Town of Jamestown and Jamestown Park assume no responsibility for the

User or their property while located in the facility or on the grounds. Jamestown Park does not provide storage. Please make arrangements to remove all items and decorations at the conclusion of each event. The Town's staff will dispose of any items left from events and a service charge may be applied for such removal.

6. All exit doors must remain operable and no part of any hallway, corridor, or exit within or outside of the facility may be used in a way that obstructs its use as an exit. NO DOORS MAY BE PROPPED OPEN AT ANY TIME.
7. Firearms are not permitted on the grounds of Jamestown Park at any time.
8. Any decorations brought on site must be flame retardant and any live greenery must be cut within 24 hours of the function.
- 8.9. The use of any fasteners to hang banners, posters, balloons, etc. to any wall, floor, ceiling, curtain, windows, doors, etc. is STRICTLY PROHIBITED. User may not hang anything from the ceiling/rafters at any time.
- 9.10. The use of paint confetti, bubbles, and the like are prohibited. No rice, glitter, colored powders, silly string, paint, fireworks (including sparklers), or open flame candles outside of an enclosed holder are permitted. Battery operated candles are permitted. Silk and fresh cut flower arrangements are allowed. Only Sterno-style heating elements, used by an approved caterer, are allowed.
- 10.11. No animals or pets (other than previously approved service animals permitted by the Director of Golf) will be permitted inside the facilities.
- 11.12. The removal of tables/chairs/furnishings is NOT permitted. Removal of furniture from the designated area is not permitted. Arrangements must be made prior to your event with the Director of Golf to

accommodate the setup of your space.

~~12.13.~~ Standing on tables, chairs, bar, and lobby furniture is strictly prohibited.

~~13.14.~~ Music is allowed inside until 11pm. Any exceptions must be approved by the Director of Golf and accounted for in the rental agreement. Music must be presented at an acceptable sound level so not to disturb any other activities.

~~14.15.~~ The Town of Jamestown has a sign ordinance and the use of any temporary signs or banners must be discussed with the Planning Department in advance of your event.

~~15.16.~~ The use of any Town facility for “for-profit” events or events sponsored by “for-profit” entities is prohibited. Any event that is booked as a ‘fundraising’ event or as an event where a portion of the proceeds may go to a non-profit shall provide proof that a minimum of 50% of all funds received are contributed to the non-profit listed as the beneficiary. The beneficiary non-profit must meet all IRS criteria and be listed as an active 501c entity. Proof of contribution may require an audit by an independent accounting firm at the discretion of the Town of Jamestown.

~~16.17.~~ Copyright: User will assume all cost, liabilities, and claims that arise from the use of patented, trademarked, franchised, or copyrighted materials or music, devices, processes, or dramatic rights used in or incorporated into the scheduled event. The User agrees to indemnify and hold harmless the Town of Jamestown from any claims or costs, including legal fees, which might arise from questions of use of any material described above.

## A. ROOM RENTAL RATES AND CHARGES

**Mendenhall Room** is available for rent ~~from 8:00am to 4:00pm daily~~ while the Clubhouse is open during normal business hours (until evening event rates begin at 7 PM) for an hourly rate of \$75. An Event Host is included in this rate to assist your needs.

**The combined Mendenhall, Lindsay, and Charles Rooms** may be rented in the evenings after golf hours for \$400 for a 4-hour event between the following times:

The evening rental hours are scheduled as follows:

May through September	7:00pm to 11:00pm
October	6:00pm to <del>10:00pm</del>
November through February	5:00pm to <del>9:00pm</del>
March through April	6:00pm to <del>10:00pm</del>

Golf outings which reserve the entire golf course facility will include free use of the Mendenhall, Lindsay, and Charles rooms up until the Clubhouse closes. If those rooms are available after-hours on the date of your event, they may be reserved for the rates listed above on a per-hour basis.

The ~~Patio~~ patio is for the use of all Jamestown Park customers. If your event is scheduled during golf play hours, you may not have exclusive use of the patio.

Pre-approved Civic Clubs partnering with the Town may reserve meeting space in the Mendenhall Room at no rental cost for ~~business~~ (regularly scheduled) meetings. However, the Civic Club will be responsible for paying the fee of \$50 per hour for the Event Host, if an Event Host is required.

The Town of Jamestown offers “Non-Profit” rates for qualifying non-profit organizations during normal daily operational hours. Non-profits must reserve space a minimum of two weeks in advance and provide specific details about the event, documentation of 501(c) tax status with application, and submit deposits/fees by payment with a check from the non-profit organization or a credit card issued in the non-profit’s name. No personal checks or payments shall be accepted. Individuals found to be using a non-profit reservation for personal uses shall be asked to leave and will not be allowed to return in the future. Non-profits utilizing space for business meetings during operational hours may do so without charge. Small gatherings in the Lindsay or Charles rooms will not be required to pay a cleaning fee. Generally these areas are limited to approximately 25 persons or less. Non-profits wishing to reserve rooms during the evening rental hours will be required to pay standard rates.

The Room Rental Fee includes the furniture (tables and chairs) available inside the rental room(s). You are responsible for renting from a rental company additional items you may need for your event.

The Deposit is \$150.00 per event and must be paid when the Lease is signed. (Civic Clubs are exempt from the deposit requirement). This money will be refunded by check within 10 business days if the rooms you rent are left in satisfactory condition or will be retained if excessive clean-up or repairs are required after your event or if additional hours are required by the Event Host. To assure that you are leaving the room(s) in satisfactory condition, ask your Event Host to inspect before you leave.



**B. JAMESTOWN PARK CLUBHOUSE EVENT HOST**

Jamestown Park Clubhouse requires at least one Event Host for each event. This staff member will come on duty whenever the first person related to your event needs access to the building (i.e. you to decorate, your caterer, band or DJ, florist, cake maker, etc.) This time is established when your Lease and Addendum are prepared. The Event Host will be in the building and available throughout your event, remain until all guests have left to remove garbage, and then secure the building. Our staff is familiar with the building and is here to meet your facility-related needs as they arise. Additional Event Hosts may be required as determined by Jamestown Park Clubhouse management to ensure a successful event. There is a fee of \$50.00 per hour per each Event Host.

**C. AVAILABLE BAR SERVICES**

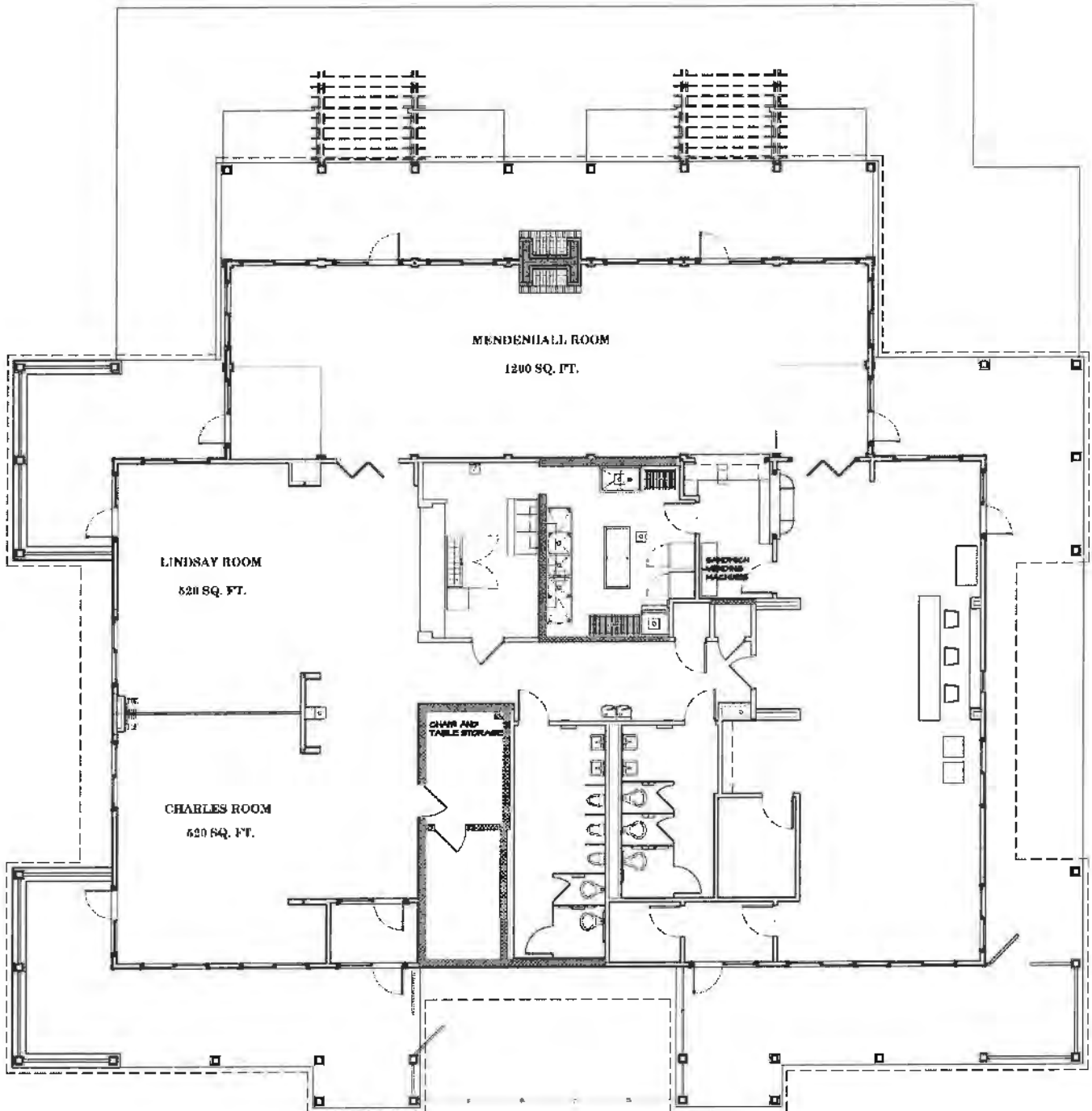
Jamestown Park Clubhouse offers beer and wine and requires town staff to serve your guests from the concession area. A valid ID is required from all guests who approach the bar and request an alcoholic beverage. If your event attendance will include 50 or more attendees and alcohol will be served, the Town shall require that an officer be present at your event at the fee listed below. At the discretion of Town Staff Furthermore, the Town, in their sole discretion, also reserves the right to require paid security officers ~~may also be required~~ for your event at the rate of ~~\$50.75~~ per officer per hour if the Golf Professional believes there may be a need. Under no circumstances is bringing your own alcohol or “brown bagging” permitted.

**D. SPACE AND OCCUPANCY LIMITS**

Depending on furniture needed in the room (buffet, cake and/or gift tables, etc.) or activities that will be taking place in the room (DJ or band, dancing, performances, etc.) then you would need to allow floor space to accommodate them and you would not be able to seat the maximum number of people.

ROOM	DIMENSIONS	SQ. FOOTAGE	OCCUPANCY
Mendenhall	19' X 62'	1200.0	60 Tables & Chairs 169 Chairs only 237 Standing Room Only
Lindsey & Charles <u>(each)</u>	20' x 26'	520.0	52 Tables & Chairs 169 Chairs only 237 Standing Room Only

# Jamestown Park Clubhouse Floor Plan



Effective July 1, 2022, as adopted by Town Council.

**Chair**  
Doug Sampson

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
Daniel McDaniel, Vice Chair  
Charles Clapp, Jr.  
Amy Reese  
Denise Johnson  
Phyllis Bridges  
Lamar Lee  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of amendments to the Tee-Time Reservation Policy

**AGENDA ITEM #:** 5

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** October 2, 2023

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Golf Pro Shop

**CONTACT PERSON:** Marcy Newton, Golf Pro

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**SUMMARY:**

Staff will present information on the amendments to the Tee-Time Reservation Policy.

Staff is requesting that the Parks and Recreation Committee recommends that the Town Council approve the amendments to the Tee-Time Reservation Policy as presented.

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**ATTACHMENTS:** Amended Tee-Time Reservation Policy

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that the Committee recommend that Council approve the amendments

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Parks and Rec Committee Member makes a motion to recommend that the Town Council approve the amendments to the Tee-Time Reservation Policy as presented.

**FOLLOW UP ACTION NEEDED:** The amendments will be presented to Council at the October 24th TC Meeting.

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**Town of Jamestown  
Jamestown Park Golf Course  
Tee-Time Reservation Policy**

Proposed: October 24, 2023

In order to facilitate the fair-use of our golf course and to ensure that times are available for all interested parties, the Golf Professional is hereby requesting that the Town of Jamestown institute the following "Tee-Time Reservation Policy". Once adopted by the Town Council, the policy shall become effective immediately.

Tee time etiquette is just as important as golf course etiquette and there is more to managing your tee time than just booking that time. With our course being so busy, it is important that the subscriber making the tee time reservation take ownership of that time. The following policies are hereby enacted for the Jamestown Park Golf Course.

**Tee Time Reservation Policy:**

- All players must have a starting time reserved through the Jamestown Park Golf Course (JPGC) Pro Shop. This may be done online, in-person, or via telephone.
- Failure to check-in and register with the Pro Shop at least 10 minutes prior to a reserved starting time may result in a cancellation fee or a set-back in start time. This shall be at the discretion of the Golf Professional or their designee as time and course conditions allow.
- You will need a valid credit card to book a tee time and guarantee your reservation.
- Tee Times may be made up to 14 days in advance.
- Tee Times can be made for a maximum of 16 players. If you require a larger reservation, this may be done on a per-case basis by calling the Pro Shop and speaking to the Golf Professional or their designee.
- All fees are due upon arrival at the course.

**Cancellation Policy:**

It is the responsibility of the tee time subscriber to cancel or modify group sizes no later than 24 hours prior to the scheduled reservation. You may do this during normal Pro Shop business hours either in person or over the phone by calling 336-454-4912. Failure to make changes or cancellations within this timeframe will result in the credit card holder being responsible for all applicable charges and automatically billed a "No Show Fee" for all players booked under the reservation. Changes and cancellations may not be made via email, text, or voicemail.

In the event of questionable weather, if 80% of scheduled tee times are present, then requirements of this policy shall be enforced. In the event of any extenuating circumstance, refunds for "No Show Fees" shall be the discretion of the Golf Professional.

**Weather-Affected Play**

In the event of rain or other weather-affected play, the Golf Professional or their designee may offer a "Rain Check" for play on a later date. Patrons who have begun a round in accordance with this policy shall not be charged any cancellation fee for weather-affected play.

**Chair**  
Doug Sampson

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
Daniel McDaniel, Vice Chair  
Charles Clapp, Jr.  
Amy Reese  
Denise Johnson  
Phyllis Bridges  
Lamar Lee  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Approval of implementation of Golf Course Event Contract

**AGENDA ITEM #:** 6

CONSENT AGENDA ITEM



ACTION ITEM



INFORMATION ONLY

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**MEETING DATE:** October 2, 2023

**ESTIMATED TIME FOR DISCUSSION:** 10 Minutes

**DEPARTMENT:** Golf Pro Shop

**CONTACT PERSON:** Marcy Newton, Golf Pro

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**SUMMARY:**

Staff will present information on the implementation of a Jamestown Park & Golf Course Event Contract.

Staff is requesting that the Parks and Rec Committee recommend that the Town Council approve the implementation of a Golf Course Event Contract.

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**ATTACHMENTS:** Jamestown Park & Golf Course Event Contract

**RECOMMENDATION/ACTION NEEDED:** Staff recommends that the Committee approve the implementation of a Event Contract

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** Parks and Rec Committee Member makes a motion to recommend that the Town Council approve the implementation of a Jamestown Park & Golf Course Event Contract.

**FOLLOW UP ACTION NEEDED:** The Golf Course Event Contract will be presented to Council at the October 24th TC Meeting.

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**Jamestown Park Golf Course**

**7041 East Fork Road**

**Jamestown, NC 27282**

**Proposed: Oct. 24, 2023**

## 2023 Golf Event Contract

Thank you for choosing Jamestown Park Golf Course as the site for your next golf event. We are confident that our golf course, professional staff, and overall amenities will exceed your every need.

This contract provides you with a step-by-step process to ensure that every detail is considered for your event. It is just as important to us that you have a successful event. Please complete this contract in its entirety so that all your needs and requests are met.

Event Title: \_\_\_\_\_

Event Date (1st Choice): \_\_\_\_\_ (2nd Choice): \_\_\_\_\_ Rain Date: \_\_\_\_\_

Point of Contact/Event Director: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Estimated # of Players: \_\_\_\_\_

Players Fees (includes green fee and cart fee):

Weekday Morning (M-F)	\$38 Per player	Range balls included
Weekday Afternoon (M-F)	\$38 Per Player	Range balls included
Weekends	\$5,200 Half Day Course Rental	Half day course rental / range balls included

**Golf Outing Terms and Conditions:**

- Jamestown Park Golf Course recommends at least 72 players to consider an 18-hole shotgun start for your event. Less than 72 players may start using a modified shotgun start. A minimum of 40 players are required for a modified shotgun start. For groups with less than 40 players, tee times will be required instead of a modified shotgun start.
- (Modified shotgun start: A shotgun start in which a portion of the 18-holes is occupied in order for the course to open the remainder of the facility for public play.)
- A total of 96 players guarantees an 18-hole shotgun start.

Please Select Your Requested Day and Start Time

Day:	AM or PM Start:	Shotgun Start or Tee Times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

**Payment:**

In order to reserve the date and time indicated above, I understand and by my signature on this Contract, hereby agree to the following terms:

- This golf event contract must be signed and returned with a \$200 deposit to formally secure the requested outing date. This deposit can be paid with cash, check, or credit card. Please make checks payable to **The Town of Jamestown**. (Note: this deposit will be applied against the final bill).
- The final guarantee of the number of golfers is due 7 days prior to the event date. The guaranteed number is not subject to reduction. Groups arriving with fewer than the guaranteed number of golfers will be charged for the final guaranteed number given.
- The final balance must be paid in full no later than the end of the day on the event date. This amount can be paid with cash, credit card or check. Please make checks payable to **The Town of Jamestown**.

- **Player count and list:** A player list or pairing list must be emailed to the head golf professional no later than three days prior to your event date. (Email: [mnewton@jamestown-nc.gov](mailto:mnewton@jamestown-nc.gov)). We ask for your cooperation and understanding so that our staff can prepare for the event and provide you with the best experience possible.

#### **Course Etiquette:**

- Guests are expected to play within the USGA Rules and guidelines while on the golf course. Repairing ball marks, raking bunkers, and leaving the course in the appropriate condition following play is expected. Please convey to all participants that Jamestown Park Golf Course staff will monitor the pace of play and, if necessary, advise or move groups forward if they are out of position or not playing at an appropriate pace. Pace of play for 18 holes is four hours and twenty minutes.

#### **Dress Code:**

- All participants must wear appropriate golf attire, no cut offs, or sleeveless shirts. Collared shirts are preferred.
- No metal spikes, boots, or cleats. Only soft spike golf shoes or sneakers are permitted.

#### **Food and Beverage:**

- Alcohol must be purchased from Jamestown Park Golf Course. No outside alcohol is allowed.
- Outside catering is allowed but must be approved by our staff no later than one week in advance of the event date.

#### **Inclement Weather:**

- Cancellation of the event will be considered only if Jamestown Park Golf Course officially closes the course to all play due to weather. The event will be rescheduled based on date availability and/or requested rain date. Completion of 9 holes of play constitutes a completed event.

#### **Signage:**

- All signage must be claimed by each event and removed from the property at the conclusion of the event. After 2 days all signage left beyond that time will be discarded.
- Jamestown Park Golf Course will provide all scorecards and cart name plates for the event.
- Jamestown Park Golf Course will provide closest to the pin, long drive markers, and scoring sheets per request.



**Cancellation Policy:**

- If, after your event has been booked and security deposit has been paid, you should find it necessary to cancel your scheduled event, the following cancellation policy will apply:

31 days or more prior to event	No Penalty – Full Refund
8 – 30 days prior to event	100% of deposit forfeited
7 days or less prior to event	100% of deposit and 100% of event charges will be forfeited

- It is the sole discretion of Jamestown Park Golf Course to determine if weather is cause for cancellation on the day of the event. If an event must be cancelled, you will have the option to schedule for another date. Once an event begins, there will be no refunds unless the course is closed by management on site.
- All cancellations must be made in writing – email is acceptable.

**Indemnification:**

- Client hereby jointly and severally agrees to indemnify, defend and hold Jamestown Park Golf Course and The Town of Jamestown harmless from all claims, suits, actions at law, judgements, liabilities, losses and damages (including attorney’s fees) arising from the use of Jamestown Park Golf Course property, however caused, including without limitations, any injury or damages resulting from negligent, careless, improper or unlawful conduct.

**Damages:**

- The undersigned and all participants agree to exercise extreme caution when operating equipment (specifically but not limited to golf carts) and utilizing the golf course property. In the event that any participant causes damages to the property and or equipment, the undersigned agrees to pay in full for any damages.

**Conditions of the Agreement:**

- Performance of the agreement is contingent upon the ability of Jamestown Park Golf Course management to complete the same, and is voidable in the event of labor dispute or strikes, accidents, government ( Federal, State, or Municipal) requisitions, restrictions upon travel, transportation, food, beverages, or supplies, and or other causes, whether enumerated herein or not, beyond the control of Jamestown Park Golf Course, preventing or interfering with the delivery of services required for the private function. In no event shall Jamestown Park Golf Course be held liable for other damages.

**Event terms and conditions agreed to:**

- Signature below indicates that I/we fully consent with all of Jamestown Park Golf Course event terms and conditions including but not limited to: payment, player count, dress code, food and beverage, inclement weather, and cancellation policies.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

JPGC Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

All checks are made payable to:     The Town of Jamestown  
   301 E. Main Street  
   Jamestown, NC 27282

**Chair**  
Doug Sampson

**Town Manager**  
Matthew Johnson

**Town Attorney**  
Beth Koonce



**Parks & Rec Committee Members**  
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Lamar Lee  
John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** Presentation of Jamestown Park & GC Maintenance Report

**AGENDA ITEM #:** 7

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** October 2, 2023

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Golf Maintenance

**CONTACT PERSON:** Jamey Claybrook, Superintendent

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**SUMMARY:**

Claybrook will present his Jamestown Park & Golf Course Maintenance Report to the Parks and Recreation Committee.

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**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A

**Chair**  
Doug Sampson

**Town Manager**  
Matthew Johnson

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John Capes, Council Representative

## TOWN OF JAMESTOWN AGENDA ITEM

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**ITEM ABSTRACT:** General Parks and Recreation Updates

**AGENDA ITEM #:** 8

**CONSENT AGENDA ITEM**

**ACTION ITEM**

**INFORMATION ONLY**

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**MEETING DATE:** October 2, 2023

**ESTIMATED TIME FOR DISCUSSION:** 5 Minutes

**DEPARTMENT:** Parks and Recreation

**CONTACT PERSON:** Scott Coakley, Parks Superintendent

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**SUMMARY:**

Coakley will present information on general Parks and Recreation updates to the Parks and Rec Committee.

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**ATTACHMENTS:** None

**RECOMMENDATION/ACTION NEEDED:** N/A

**BUDGETARY IMPACT:** N/A

**SUGGESTED MOTION:** N/A

**FOLLOW UP ACTION NEEDED:** N/A