



Settled 1752
JAMESTOWN
NORTH CAROLINA

Parks and Recreation Advisory Committee

August 7, 2023

6:00 pm in the Civic Center

Agenda

1. Call to Order- Doug Sampson, Chair
2. Approval of minutes from the March 6, 2023 meeting- Doug Sampson, Chair
3. Consideration of recommendation of approval of amendments to the Town of Jamestown Uniform Park Rules and Regulations- Scott Coakley, Parks Superintendent
4. Consideration of recommendation of approval of implementation of shelter deposits- Scott Coakley, Parks Superintendent
5. Consideration of recommendation of approval of implementation of service fees- Scott Coakley, Parks Superintendent
6. Request for Motion of Support for T-Mobile Hometown Grant- Scott Coakley, Parks Superintendent & Rebecca Ashby, Grants Administrator
7. Public Comment
8. Other Business
9. 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

ITEM ABSTRACT: Approval of minutes from the March 6th Parks & Rec Meeting

AGENDA ITEM #: 2

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 7, 2023

ESTIMATED TIME FOR DISCUSSION: 5 Minutes

DEPARTMENT: Administration

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

SUMMARY:

The minutes from the March 6th Parks and Rec Meeting are attached.

ATTACHMENTS: March 6th Parks and Rec Minutes

RECOMMENDATION/ACTION NEEDED: Staff recommends that the P & R Committee approve the minutes from the March 6th meeting

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Parks and Rec Committee Member makes a motion to approve the minutes from the March 6th meeting.

FOLLOW UP ACTION NEEDED: N/A

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

Parks & Recreation Advisory Committee Members Present: Doug Sampson, Daniel McDaniel, Jim Pendry, Denise Johnson, & Phyllis Bridges

Parks & Recreation Advisory Committee Members Absent: Charles Clapp, Jr. & Amy Reese

Staff Members Present: Matthew Johnson, Katie M. Weiner, Scott Coakley

Visitors Present: Douglas Hayworth

Call to Order- Johnson called the meeting to order. He explained the election process for the Chair and Vice Chair of the Parks and Recreation Committee.

Election of Chair of the Parks and Recreation Advisory Committee- Johnson opened the floor to the Parks and Recreation Committee Members for nominations for Chair.

McDaniel nominated Sampson to serve as Chair of the Parks and Recreation Committee.

Johnson called for nominations two more times. There were no other nominations.

McDaniel made a motion to nominate Sampson to serve as Chair of the Parks and Recreation Committee. Pendry made a second to the motion. The motion passed by unanimous vote.

Election of Vice Chair of the Parks and Recreation Advisory Committee- Johnson opened the floor to the Parks and Recreation Committee Members for nominations for Vice Chair.

Sampson nominated McDaniel to serve as Vice Chair of the Parks and Recreation Committee.

Johnson called for nominations two more times. There were no other nominations.

Sampson made a motion to nominate McDaniel to serve as Vice Chair of the Parks and Recreation Committee. Pendry made a second to the motion. The motion passed by unanimous vote.

Approval of minutes from the August 1, 2022 meeting- Pendry made a motion to approve the minutes from the August 1st Parks and Recreation Committee. McDaniel made a second to the motion. The motion passed by unanimous vote.

Consideration of recommendations of approval of the Jamestown Park & Golf Course Strategic Plan- Johnson presented an overview of the Jamestown Park & Golf Course Strategic Plan. He noted that National Golf Foundation (NGF) Consulting had prepared the Plan. He stated that the Plan included recommendations to make the course more appealing to a wider variety of people, possible ways to reduce losses, and a list of capital improvements that would be a long-term investment in the course's success. Johnson noted that bunker improvements and cart path repaving was listed as a high priority. He added that marketing needed to be enhanced and that significant changes were necessary in order

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to improve the food & beverage amenities offered at the course. He said that the Plan also noted the need for technology to be improved, an increased focus on new player development, and investments to modernize the facility. Johnson stated that the capital projects would be included in the Town's Capital Improvement Program (CIP) during the budget process.

McDaniel and Sampson discussed the problems associated with leasing out the grill space with Johnson. Johnson said that the Town was prohibited from leasing the space to a third party due to restrictions associated with the way that financing was established in order to pay for the previous renovations to the Clubhouse. He added that there was about \$300,000 of debt remaining to be paid off before that restriction would be lifted.

Parks and Rec Members discussed the potential profitability of the Golf Course with Johnson.

McDaniel said that he had been disappointed with the concession area of the Golf Course. Johnson agreed that there were some limitations in the kitchen area which needed to be addressed in order to expand the menu.

Denise Johnson made a motion to recommend that the Town Council adopt the Jamestown Park & Golf Course Strategic Plan. McDaniel made a second to the motion. The motion passed by unanimous vote.

Update on Accessibility for Parks (AFP) Grant- Coakley thanked the Parks and Rec Committee Members for their service and for their continued support. He said that the Town had been awarded the Accessibility for Parks (AFP) grant which provided recreation funding to benefit children and veterans with disabilities in North Carolina. Coakley said that the grant could be used to build accessible facilities that meet unique needs of those with physical and developmental disabilities. He added that the Town was going to install playground and fitness equipment that could be utilized by people of all ages and abilities. He noted that staff were working to develop a timeline for all the planned improvements. He thanked Hawryluk for her assistance in applying for and receiving the grant. Coakley noted that staff had also secured the match for the Parks and Recreation Trust Fund (PARTF) and the AFP grant through the American Rescue Plan Act (ARPA) funding.

Sampson thanked Town staff for seeking out grant funding to improve the recreational amenities throughout Town.

Parks and Rec Members discussed the various components of the PARTF and AFP projects with Coakley.

General Updates on Parks and Recreation- Coakley presented an update on ongoing recreation projects. He said that the concrete pad at shelter #2 had been replaced. He stated that free Wi-Fi had been installed at the shelters and soccer complex. He added that staff hoped to make it available at Wrenn Miller Park in the near future.

McDaniel asked Coakley about the delayed construction of the Wrenn Miller Park bathrooms. Coakley stated that there were some budgetary limitations that caused the project to be pushed out for a couple of years.

Coakley also noted that staff had purchased MyRec software which allowed customers to reserve shelters, fields, etc. online at their convenience.

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Public Comment-

- Douglas Hayworth, 106 Mamie Lane- Hayworth said that he had lived in Jamestown since the 70's and had worked at the Jamestown Park & Golf Course. He spoke about the various recommendations included in the Golf Course Strategic Plan. He said that it would be nice if the public knew which recommendations would be addressed first. Hayworth added that it would be beneficial to have the public comment period at the beginning of the meeting before the Committee voted on agenda items.

Other Business- No other business was discussed.

Adjournment- Pendry made a motion to adjourn. McDaniel made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 6:42 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

ITEM ABSTRACT: Consideration of approval of amendments to the Park Rules

AGENDA ITEM #: 3

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 7, 2023

ESTIMATED TIME FOR DISCUSSION: 10 Min.

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Scott Coakley

SUMMARY:

The Parks and Recreation Dept will present proposed changes to the Town of Jamestown's Uniform Park Rules and Regulations. After reviewing the current policy the staff thought a few changes are necessary to simplify the reservations in the shelter area.

Staff request the Parks and Recreation Committee discuss the changes and to the Uniform Park Rules and Regulations and approve and/or ammend the changes and make a recommendation to council to adopt the Uniform Parks Rules and Regulations.

ATTACHMENTS: Updated Uniform Parks Rules and Regulations

RECOMMENDATION/ACTION NEEDED: Staff recommends that the P & R Committee approve the Uniform Parks Rules and Regulations

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Parks and Recreation Committee Member makes a motion to recommend the approval or denial of amended Uniform Parks Rules and Regulations for the Town of Jamestown

FOLLOW UP ACTION NEEDED: Make a recommendation to council to approve the Uniform Parks Rules and Regulations



Town of Jamestown

Uniform Park Rules and Regulations

Anticipated Adoption date September 19, 2023

The following rules shall regulate the use, occupancy and the conduct of persons in or upon all parks or park property owned and/or operated by the Town of Jamestown, North Carolina. The failure of any person to adhere to any rule or regulation may result in expulsion from the park for the day and/or for an extended period of time.

GENERAL RULES

1. VEHICLES

Motorized vehicles are not allowed on any trails or walking paths. It shall be prohibited for any person to drive any vehicle anywhere in any park, except upon the regularly established roadways; it shall be prohibited for any person to park or permit to be parked any vehicle anywhere except upon designated parking areas authorized by the **Parks Director** or designated official. Persons operating a licensed vehicle must possess a valid driver's license or learner's permit (and be accompanied by required licensed operator) to operate a vehicle on park property. A Segway (Electronic Personal Assistive Mobility Device) is allowed in parks and gardens, and on paths, sidewalks and trails as prescribed by North Carolina law; however the **Parks Director or designee** reserves the authority to regulate the time, place and manner of use.

Motor vehicle is hereby defined to include cars, trucks, mini-bikes, go-carts, motorbikes, golf carts, ATVs and any other self-propelled motorized vehicle.

2. BICYCLES

Bicycles are allowed only on designated paths, trails and public roadways. All cyclists are encouraged to wear helmets. Cyclists must comply with all NC Bicycle Statutes when riding on public roadways.

3. ROLLER SKATES, ROLLERBLADES, SCOOTERS AND SKATEBOARDS

The use of roller skates, rollerblades, scooters and skateboards is prohibited on park roads, walkways, and parking lots.

4. ADVERTISING

It shall be prohibited for any person to place or erect any structure, sign, bulletin board,

post pole, or advertising device of any kind whatsoever in any park, or to attach any notice, bill, poster, sign, wire, rod, or cord to any tree, shrub, fence, railing, post, or structure within any park, except by such persons as are authorized by the **Parks Director** or designated official. All allowed advertising must be in accordance with the Town's sponsorship policy.

5. PRESERVATION OF PARK PROPERTY

It shall be prohibited for any person to remove, destroy, mutilate or deface any Town structure, monument, planter, fountain, wall, fence, railing, vehicle, bench, trees, plants, or any other property in any park. Any persons committing any prohibited action above will be subject to fines and/or arrest.

A. GEOCACHING

- 1) A cache must be registered with the Parks and Recreation Department. Contact Parks Director or designee at (336) 454-1138.
- 2) Requesting parties must submit a written request and gain written approval prior to placing a cache. A detailed map including the exact location of the cache must be provided to the **Parks Director or designee** for approval. A detailed list of the cache contents must be provided.
- 3) The person applying for the cache permit must provide valid contact information to include name, address, phone number, and email address.
- 4) A specific time frame for the cache should be determined if possible to avoid abandoned articles. The recommended time frame is three months. The applicant is responsible for removing the physical cache from public property. Abandoned or illegal caches will be removed and discarded.
- 5) The applicant agrees to remove the cache from any website or other promotional means at the completion of the cache event period.
- 6) Caches are of a manner not so to threaten or encourage wildlife usage such as nesting.
- 7) Virtual caches are encouraged when possible.
- 8) The cache must not be buried, disturb vegetation, be placed in water or be placed using nails, screws or fasteners, and must not constitute a hazard to the public or wildlife.
- 9) The applicant agrees to reimburse the Town of Jamestown for any replacement or repair costs associated with any damage or theft caused by the placement of a cache.
- 10) Metal detectors may not be used to search for a cache.
- 11) Permission will not be granted to place the cache in areas not accessible to the general public.
- 12) Changing the location of an existing cache will require submission of a new written letter requesting permission to relocate the cache and must have all required information (see above) included in the new request.
- 13) If for any reason it is determined by the **Parks Director or designee**, that a cache is causing adverse impacts to the park, wildlife, any park facilities or the environment, park staff or the public, then the cache will be removed by the **Parks Director or designee** and held for ten days to be picked up by the permit holder. Caches not retrieved after ten days will be discarded.
- 14) The **Parks Director** reserves the right to regulate the number of caches within any park facility or the park itself.

B. EXCAVATIONS

It shall be prohibited for any person to make an excavation or use a metal detector in any park for any purpose without written permission of the Parks Director or designated official. Requested excavations must be in writing and include site protocol excavation documentation submitted to the Parks Director or designee for consideration.

C. PLANT MATERIAL

It shall be prohibited for any person to dig, cut, bruise, mutilate or cause to be transplanted, cut, bruised, debarked or mutilated any plant material of all and any description within any park land.

9. GUNS, FIREARMS AND INCENDIARY DEVICES

In accordance with N.C. G. S. 14-415.11(c) and N.C. G. S. 14-415.23, carrying a concealed handgun is prohibited in all Town buildings and their appurtenant premises. Carrying a concealed handgun is also prohibited at Town athletic fields and their appurtenant facilities during organized athletic events for which a person or organization scheduled the athletic field for use with the Town Manager or Parks Director. The term "during" shall be construed to mean the period of time in which such athletic field is used for the organized athletic event and a one-hour period before and after that athletic event. This prohibition shall apply to all athletic fields at Jamestown Park.

Carrying a concealed handgun is also prohibited at any Town facility used for athletic events, which shall include the Jamestown Park Golf Course and Clubhouse.

See Concealed/Carry Ordinance of the Town of Jamestown.

Open fires and fireworks of any type are expressly prohibited except at those events approved and permitted by the Town of Jamestown. The approved use of a fire or fireworks must comply with the rules and regulations set forth by the Guilford County Fire Marshall, the National Fire Protection Association Codes and Standards, and Chapter 33 of the International Fire Code.

Animal control devices may be used by park staff and/or professional animal control experts with the approval of the Parks Director.

10. ANIMALS

It shall be prohibited for any person to allow or permit any horses, dogs or other animals to run at large in a park and it shall be prohibited to ride horses in any park except at a special event or activity approved by a Special Event Permit issued by the Town of Jamestown. Pet owners are required to clean up pet excrement prior to leaving the area. No animals are allowed to enter any park lakes or ponds on or off the leash.

The Guilford County Leash Law (ref. Appendix pg. O) is enforced in all parks, trails, and greenways. (Ordinance for Town of Jamestown with Respect to the Control of Animals, specifically sections 5-9 and 5-10)

11. INTERFERING WITH WILDLIFE

It shall be prohibited for any person to trap, catch, wound or kill, or cause to be injured, treat cruelly, tease, or attempt to trap, catch, wound, kill, injure, or tease any bird, animal or insect, or molest or rob any nest of any bird or any lair, den or burrow of any animal in or upon any park property. The feeding of wildlife is strictly prohibited.

No animal may be released or placed onto park property unless said release or placement is in connection with animal control devices used by park staff or professional animal control experts with the prior approval of the **Parks Director**.

12. USE OF LAKES AND PONDS

Fishing and swimming is prohibited in all lakes and ponds located on park property.

13. PROFITEERING

The sale of food and drink products, clothing and any and all other items is strictly prohibited without the prior consent and written permission of the **Parks Director**. Fees may apply. Admission fees may not be charged by any group or member of the public to attend any event or function taking place on park property unless expressly permitted by a Special Events Permit issued by the Town of Jamestown. Donations at events held on park property may be accepted by those groups designated by the Internal Revenue Service as 501 (c) (3) organizations who have also secured a Special Events Permit from the Town of Jamestown. All events serving food items must comply with Guilford County Department of Health regulations.

It shall be prohibited for any person to engage in soliciting, peddling, begging or selling, or to ply the vocation of a solicitor, agent, peddler, beggar or salesman of any description in any park.

Special events approved and exhibition shows as permitted under the Exhibition Shows rule below, or at a sponsored or co-sponsored event, activity or operation in a staffed Park from which the department receives an agreed upon rental or percentage, as specified in a signed contract, lease or agreement by the Town Manager are not subject to this rule.

14. SHOWS, MARKETS AND EXHIBITIONS

Shows, markets and exhibitions may be permitted in the parks with the issuance of a Special Events Permit by the Town of Jamestown. Applicants must work closely with the **Parks Director** in determining when and where the event will take place. The sponsoring organization obtaining the Special Events Permit shall be responsible for the payment of all license fees required. Flea market operations or rummage sales are prohibited.

15. GAMBLING

All games of chance at which any money, property or other thing of value is wagered, are prohibited on park property.

16. SMOKING

Smoking is prohibited within all park buildings and structures and within fifty (50) feet of said park buildings or structures. "Tobacco Free Zones" have been established in areas of youth activity, and no tobacco use is allowed in the areas where signs are posted.

17. DISORDERLY CONDUCT

No boisterous or insulting language is allowed to be used in any park or park facility, and disorderly conduct of any kind is not allowed in any park or park facility.

18. BEER, WINE, ALE, AND OTHER ALCOHOLIC BEVERAGES

No person may possess, consume or display publicly any beer, wine, ale or other alcoholic beverage in any park or on any trail or greenway, except under the following circumstances:

- A. Upon standards established by the Town Manager, beer, wine and ale are allowed within certain designated enclosed facilities located in that part of the park designated as the municipal golf course and clubhouse. Beer, wine or ale sold or dispensed from such facilities shall be displayed or consumed on the premises of the municipal golf course and clubhouse itself, and only in containers approved by the Town Manager.
- B. No person under the influence of alcoholic beverages is allowed to enter or remain in any park, or on any greenway or trail.

19. SPORTS FIELD USAGE

Football, golf, baseball or other games of like character are not allowed in any area of any park where signs have been posted specifically prohibiting such games. At no time shall such games be played in such proximity to playground equipment or park structures as to threaten harm to persons using the park or damage to the park structures. The hitting of golf balls is strictly prohibited in all areas of any park except those areas established as driving ranges or golf courses.

20. FIRES AND GRILLS

It shall be prohibited for any person to make or kindle a fire in any park, trail, or greenway, except in a stationary charcoal grill as provided at the park, or a gas grill approved by the Parks Director, or in an area specifically designated by the Parks Director or designee. It shall be prohibited for any person to leave any fire unattended, or to fail to completely extinguish a fire and all the embers thereof before leaving such fire. The use of any type of grease fryer (deep fryer) is strictly prohibited. Provision, use and disposal of any cooking materials or supplies are the responsibility of the park visitor. Under no circumstances may any open flame be located inside a shelter or

the exception of Sterno type canisters to heat food and ceremonial candles such as birthday, unity and memorial candles. Additional fees may be assessed when trash, flour and grease stains are not thoroughly cleaned.

21. DUMPING

No person shall deposit, dump, throw, cast, lay or place, or cause to be deposited, dumped, thrown, cast, laid or placed any ashes, trash, rubbish, soil or earth, paper, garbage, oil, refuse, debris, plant clippings or limbs or leaves in or upon any park or park lands or in any watercourse, lake, pond or slough within said park lands. The use of confetti and rice is strictly prohibited.

22. USE OF PARK AFTER HOURS

Entrance and/or use of park premises or facilities after posted park hours of operation will be considered trespassing and offenders may be prosecuted. Exceptions are limited in the case of special events approved with a Special Event Permit and the private rental of clubhouse facilities.

23. AMPLIFIED MUSIC

Musical devices that produce a sound that carries more than 50 feet or is loud enough to disturb other patrons using any park are prohibited. Cars are not to be used as outdoor stereo systems. The judgment of the level of disturbance is up to the **Parks Director or designee**. Special Events approved by the Town Manager may not be subject to this rule.

24. REMOTE CONTROL VEHICLES AND TRAJECTORIES

The use and operation of gasoline and electrically operated remote controlled devices, including but not limited to cars, boats, airplanes, jet, helicopters and rockets, is strictly prohibited unless approved by the Parks Superintendent.

25. FEES

All fees and charges associated with the operation of park facilities owned and operated by the Town of Jamestown shall be subject to the recommendations of the Jamestown Parks and Recreation Committee and the recommendations and approval of the Town of Jamestown Town Council.

26. PICNIC SHELTER USE

Advanced reservations for Picnic Shelters is strongly encouraged, picnic shelter use is based on a first come, first served basis, if not reserved. Fees are due at the time of reservation to secure the shelter. Any shelter reservation canceled within 7 days of the reservation will be charged a \$25 service fee. Any person renting a shelter must be 21 or older. Shelters must be cleaned and vacated no later than 15 minutes prior to posted park closing hours.

Groups renting picnic shelters reserve the right to use the shelter exclusively for the time period specified on the rental agreement. Shelters must be left clean and free of excessive debris or the person renting the shelter will be prohibited from renting another shelter for one (1) year. **Deposits, if any are required, shall be refunded after a satisfactory inspection by park staff.** The **Parks Director** can request that a group be banned from shelter rental due to excessive violation of these rules and regulations and/or loose rental privileges for the day reserved. Park patrons refusing to leave the park when requested by the **Parks Director or designee** for violation of these rules and regulations are subject to arrest for trespassing.

27. TRAIL USAGE

All trails are open according to posted hours. Trail patrons must adhere to trail designations. Removal of any vegetation is prohibited.

28. INDOOR RENTALS

Rental of indoor facilities is available pursuant to the fee and time schedules posted in the parks.

29. GOLF AND DRIVING RANGE

Rules and regulations for the Jamestown Park Golf Course and Driving Range are posted and available at the Course.

30. ENFORCEMENT

These Rules and Regulations may be enforced by any and all remedies authorized by applicable law. In addition, anyone violating any of these provisions may be asked to leave immediately and may be subject to prosecution for trespassing for failing to do so. The **Parks Director**, Golf Course Manager, or designated official and law enforcement personnel are charged with enforcement of these rules and regulations.

Adopted this the ____ day of _____, 2023.

Mayor S. Lynn Montgomery

ATTEST:

Katie M. Weiner, CMC
Assistant Town Manager/Town Clerk

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

ITEM ABSTRACT: Consideration of approval of implementation of shelter deposits

AGENDA ITEM #: 4

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 7, 2023

ESTIMATED TIME FOR DISCUSSION: 10 Min.

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Scott Coakley

SUMMARY:

The Town of Jamestown Parks and Recreation Department will discuss adding a \$50 deposit to all shelter reservations. This change will encourage patrons to leave the shelters clean for other park patrons. The deposit is refundable after a satisfactory inspection of Town of Jamestown's Parks and Recreation Department. The Parks and Recreation Department staff is very limited, and the park is not staffed on the weekends with the exception of the daily cleaning.

The staff requests that the Parks and Recreation Committee discuss implementing a \$50 deposit, and approve and/or amend the deposit.

ATTACHMENTS:

RECOMMENDATION/ACTION NEEDED: Staff recommends that the Parks and Recreation Committee approve the \$50 deposit.

BUDGETARY IMPACT:

SUGGESTED MOTION: Parks and Recreation Committee Member makes a motion to recommend approval or denial of the \$50 deposit.

FOLLOW UP ACTION NEEDED: Make a recommendation to council to approve the \$50 deposit for a shelter rental.

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

ITEM ABSTRACT: Consideration of approval of implementation of service fees

AGENDA ITEM #: 5

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 7, 2023

ESTIMATED TIME FOR DISCUSSION: 10 Min.

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Scott Coakley

SUMMARY:

The Parks and Recreation Dept will present a recommendation to add a \$25 service charge for the cancellation of a shelter reservation within 7 days of the date reserved. This action will ensure that other park patrons have a chance to reserve a shelter on their desired date. It will also ensure that staff has proper time to make corrections to the work schedule.

Staff request the Parks and Recreation Committee discuss the \$25 service charge and approve and/or amend the changes and make a recommendation to council to adopt the \$25 service charge.

ATTACHMENTS: Guilford County and City of High Point Parks and recreation shelter fees and shelter rules

RECOMMENDATION/ACTION NEEDED: Staff recommends that the Parks and Recreation Committee approve the \$25 service charge

BUDGETARY IMPACT: N/A

SUGGESTED MOTION: Parks and Recreation Committee Member makes a motion to recommend that Council approve or deny the \$25 service charge for the Town of Jamestown.

FOLLOW UP ACTION NEEDED: Make a recommendation to council to approve the \$25 service charge



GUILFORD COUNTY PARKS SHELTER USE POLICIES (rev. 3/3/14)

Thank you for renting a Guilford County shelter for your gathering. We would like to remind you:

- 1) Renter must be 21 years of age or older.
- 2) Beer and wine are allowed ONLY if arrangements have been made in advance. **Any other alcoholic beverages are strictly prohibited.** Beer and wine may not leave shelter. GLASS CONTAINERS OF ANY KIND ARE PROHIBITED.
- 3) Following shelter use, the shelter and surrounding area must be cleaned of all trash. The trash must be placed in trash cans.
- 4) **Except when permitted for an approved event, amplified music/sound is not allowed in the park, including but not limited to live DJ, microphones, karaoke, stereos, boom boxes, live bands and choral groups. Cars are not to be used as outdoor sound systems.**
- 5) All propane grills and deep fryers must be placed **in the grass** beyond the tree line, not in the shelter. All grease and flour stains must be completely cleaned up prior to vacating the shelter. Used cooking oil must be removed from premises.
- 6) All shelters must be cleaned and vacated no later than 15 minutes prior to park closing to avoid additional charges.
- 7) Third party rentals including but not limited to amusement rides, dunking booths, games, and vending machines may be permitted with advanced approval from park management and are subject to usage fees. Food vendors are required to submit appropriate business, health and insurance documentation in order to conduct business at Guilford County parks and are subject to usage fees.
- 8) All motor vehicles must be parked in appropriate assigned parking areas. Motor vehicles may not be parked adjacent to shelters.
- 9) **The display of decorative items utilizing tape, glue, staples, tacks, nails, paint, markers, and screws is prohibited. Signs, banners, streamers, tarps, and piñatas may only be hung in designated areas with string.**
- 10) **The use of glass containers, silly string, fireworks, sparklers, candles, shaving cream, glitter, confetti water balloons and any other items that create additional cleaning expense are prohibited.**

Cancellation Policy:

Full refund when cancelled within 10 days of making reservation and payment in full and more than 30 days prior to reservation.

Full refund less \$35 administrative fee when cancelled 30 days or more prior to date of reservation.

50% refund when cancelled 8-29 days prior to date of reservation.

NO REFUND when cancelled 7 days or less prior to date of reservation.

IN THE EVENT OF INCLEMENT WEATHER, ADVANCE PAYMENTS MAY BE APPLIED TO FUTURE RENTALS BASED ON AVAILABILITY AT THE SOLE DISCRETION OF GUILFORD COUNTY PARK MANAGEMENT. IN THE EVENT THAT ANY CREDITS ARE APPLIED TO A HOUSEHOLD ACCOUNT AT THE MANAGERS DISCRETION, THE CREDIT IS GOOD FOR UP TO ONE YEAR FROM THE DATE IT WAS ISSUED.

I have read, understand, and agree to abide by the Guilford County Parks Shelter Use Policies. I understand that any violations of the policies may result in expulsion and/or suspension of any further use of the facility.



High Point Parks & Recreation Department

Fees and Charges

2022-2023

Approved by High Point City Council on June 6, 2022

Effective October 1, 2022

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Athletic Facility Rentals

High Point Athletic Complex

Ed Price Baseball Stadium	\$125.00 per game
Correll/Morris Soccer Stadium	\$125.00 per game
Aderholt Football/Track Stadium (football games and track meets)	\$250.00 per game/meet \$450.00 for more than one game/meet
North, South, and West Soccer Fields	\$25.00 per hour/practice, \$100.00 per game

Johnson Street Ballpark

Per game, per field	\$125.00 per game
Practice	\$25.00 per practice

Games and Practices- baseball, softball, football, and soccer fields

Includes fields at Allen Jay Park, Armstrong Park, Brentwood, Burnett Park, Cedrow Park, Deep River, Harvell Park, Hedgecock Park, Oakview, Morehead, Macedonia Park, Washington Terrace Park, West End Park, and North, South, and West soccer fields at High Point Athletic Complex.	
Per game	\$100.00 per game
Practice	\$25.00 per hour

Tournament Fees

1st field \$250.00, per day
2nd field \$200.00, per day
3rd field or more \$150.00, per field, per day

Youth Athletic Camp Rental Fee

Half Day, up to 4 hours, 5 days	\$500.00 per park, per week
Full Day, 4-8 hours, 5 days	\$1,000.00 per park, per week

Other Athletic Field Rental Fees

Additional Field Preparation Fee	\$30.00 per hour (includes 2 people, 3-hour minimum)
Attendant Fee	\$20.00 per hour, per employee (2-hour minimum)
Concession Stand Use	\$100.00 per event
Concession Fee- Applies if concessions are being sold without renting a concession stand. Does not apply to school groups.	\$50.00 per event
Gate Fee- Applies if an entrance/parking fee is charged to tournament spectators. Does not apply to school groups.	\$50.00 per event
Merchandise Sales Fee- Applies if merchandise such as t-shirts, hats, etc. are being sold. Does not apply to school groups.	\$50.00 per event
Track Equipment Use Fee- use of track equipment: hurdles, long jump rakes, pole vault and high jump bars.	\$250.00 per month
Festival Rate- Non-Profit Groups & Organizations	1st day- \$1,000.00, 2nd day- \$500.00
Festival Rate- For-Profit Events & Concerts	1st day- \$1,500.00, 2nd day- \$1000.00
West End Cross Country Course Fee	\$100.00 per meet

Festival Park

Non-Profit Groups and Organizations*	1st Day	2nd Day
North Overlook and Festival Park	\$1,000.00	\$500.00
North Overlook or Festival Park	\$800.00	\$400.00
*Non-profit groups must provide a copy of their valid 501(c) (3) designation to qualify for non-profit rates.		
For-Profit Events and Concerts	1st Day	2nd Day
North Overlook and Festival Park	\$2,000.00	\$1,000.00
North Overlook or Festival Park	\$1,500.00	\$1,000.00

Golf Courses: Blair Park and Oak Hollow

Play & Ride - Weekdays	Blair Park	Oak Hollow
Regular 18-holes	\$27.00	\$34.00
Regular 9-holes with cart	\$19.00	\$24.00
Ladies (Thursdays at Blair Park, Tuesdays at Oak Hollow)	\$24.00	\$26.00
Seniors (Monday-Friday only, ages 55+)	\$24.00	\$26.00
Juniors (must be 16 years of age to drive cart)	\$24.00	\$26.00
Twilight - starting time varies during the year	\$22.00	\$25.00
College Student Rate	\$24.00	\$26.00
Junior Special - (after 12 noon) playing with an adult who paid the Regular 18-hole fee	\$12.00	\$15.00
Junior Special - (after 12 noon) playing with an adult who paid the Regular 9-hole fee	\$9.00	\$10.00
Walking – Weekdays	Blair Park	Oak Hollow
Regular 18-holes	\$15.00	\$19.00
Regular 9-holes	\$10.00	\$14.00
Ladies (Thursdays at Blair Park, Tuesdays at Oak Hollow)	\$10.00	\$14.00
Seniors (ages 55+)	\$10.00	\$14.00
Juniors (under 18)	\$10.00	\$14.00
Seniors & Juniors: 9-holes (after 1 p.m.)	\$8.00	\$10.00
Play & Ride – Weekends	Blair Park	Oak Hollow
18-holes, before 12 noon	\$33.00	\$43.00
18-holes, after 12 noon	\$27.00	\$37.00
Junior Special - (after 12 noon) playing with an adult who paid the Regular 18-hole fee	\$12.00	\$15.00
Junior Special - (after 12 noon) playing with an adult who paid the Regular 9-hole fee	\$9.00	\$10.00
Walking - Weekends	Blair Park	Oak Hollow
18-holes	\$33.00	\$43.00
18-holes after 12 noon	\$18.00	\$28.00
9-holes (last three hours of play)	\$12.00	\$15.00
Juniors (after 2 p.m.)	\$12.00	\$15.00
College Student (after 2 p.m.)	\$15.00	\$22.00
Winter Rates - Start December 1 and run through February 28	Blair Park	Oak Hollow
Play & Ride – Weekends (Saturday, Sunday, & Holidays)	\$24.00	\$32.00
Play & Ride – Weekdays (Monday – Friday)	\$20.00	\$28.00
Play & Ride – Seniors (weekdays only)	\$20.00	\$22.00
Greens Fees- School Groups, Weekdays only, Per Team/Per Season Limited to 3 golf teams at any one time, golf carts not provided	Blair Park	Oak Hollow
College Golf Team	\$500.00	\$500.00
High School Golf Team	\$575.00	\$575.00
Middle School Golf Team (Limit 2 days per week)	\$300.00	\$300.00
Golf Carts	Blair Park	Oak Hollow
9-holes - per person, per cart	\$9.00	\$9.00
18-holes - per person, per cart	\$15.00	\$15.00

Locker Rental - Yearly	NA	\$10.00
Entire Golf Course Rental	Blair Park	Oak Hollow
Monday-Thursday, all day, up to 120 golfers	\$2,750.00	\$3,500.00
Monday-Thursday, 9 a.m. start time, up to 120 golfers	\$2,250.00	\$3,000.00
Friday, all day, up to 120 golfers	\$3,000.00	\$3,750.00
Friday, 9 a.m. start time, up to 120 golfers	\$2,500.00	\$3,250.00
Oak Hollow Shelter (free with \$300 in Grillroom purchases)	NA	\$50.00
Golf Discount Card	\$50.00	\$50.00

High Point City Lake Park

Amusements

Amusement Rides (Carousel and Train)	
Price per ticket	\$2.00
Price per ticket - School Groups Only	\$1.00
Price per ticket - Combo- Train & Merry-Go-Round, (School Groups Only)	\$1.80
Daily Discount Tickets- unlimited use carousel and train	
Price per ticket	\$5.00
Price per ticket for groups of 25 or more	\$4.00
Additional price per ticket to add Miniature Golf	\$1.75
Boat Ride	
Price per ticket	\$2.50
Group Rental – per ½ hour	\$50.00
Group Rental – per hour	\$90.00
Miniature Golf	
18 holes, per person	\$3.00
All day miniature golf pass, per person	\$5.00
Hourly Rental – Train, Carousel & Golf (subject to availability)	
One Amusement	\$120.00
Two Amusements	\$220.00
Three Amusements	\$320.00
Operator Fee (per hour, per amusement)	\$15.00

High Point City Lake Marina

Launch Fees	
Boat Launch	\$7.00
Kayaks, Canoes, and Paddleboards	\$4.00
10 Boat Launches	\$60.00
Rentals	
Solo Kayak (all day)	\$12.00
Tandem Kayak (all day)	\$20.00
Stand Up Paddleboard (all day)	\$15.00
Canoe (all day)	\$12.00
Paddle Boats - 2 seater, per ½ hour	\$7.00
Paddle Boats - 3 seater, per ½ hour	\$8.00
Fishing Boats	\$10.00
Fishing Boat with motor	\$30.00
Bank Fishing	
Adults (ages 16-54)	\$2.00 per day
Youth (ages 12-15), Seniors (ages 55+), and people with disabilities	\$1.00 per day
Children under the age of 12	Free
Yearly Bank Fishing Pass	
Adults (ages 16-54)	\$30.00
Youth (ages 12-15), Seniors (ages 55+), and people with disabilities	\$25.00
Yearly Launch Pass Powered and Non-Powered Boats	
Both Lakes	\$120.00
Both Lakes (Seniors, ages 55+ and people with disabilities)	\$75.00
One Lake (Designated)	\$75.00

Meetings & Events Center Rentals

Item	Resident	Non-Resident
One Room Rental – Hourly Rate (4-Hour Minimum)	\$75.00	\$125.00
Two Room Rental – Hourly Rate (4-Hour Minimum)	\$100.00	\$150.00
Staff Fee – For events that run past their scheduled time	\$25.00 per hour	\$25.00 per hour
Room rental rates include table/chair setup and breakdown, A/V equipment usage, podium (when applicable) and on-site event host.		

High Point City Lake Park – Park Rentals

Entire Park Rental – Exclusive use for up to 9 hours	\$5,000.00
Price per person over 1,000 people	\$5.00
Camp Ann Area Rental (Exclusive Use) Combination of shelters 5,6,7 (9-hour period)	\$600.00

High Point City Lake Park Shelters

Rates based on a 4-hour period	Price
Shelter #1	\$50.00
Shelter #2	\$80.00
Shelter #3	\$80.00
Shelter #4	\$45.00
Shelter #5	\$50.00
Shelter #6	\$85.00
Shelter #7	\$85.00
Shelter #8	\$60.00
Shelter #9	\$50.00
Shelter #10	\$40.00

High Point City Lake Park Swimming Pool

General Admission	Resident	Non-Resident
Pool and Water Slide Entry	\$10.00	\$15.00
Toddlers (2 years of age and under) Free with a paying adult 18 years of age or older	Free	Free
Group Rate - For more than 20 swimmers, price per swimmer	\$7.00	\$8.00
Lap Swim Admission – Designated times; Ages 16+	\$5.00	\$7.00
Season Passes	Resident	Non-Resident
Individual (Ages 16+)	\$125.00	\$175.00
Individual Youth (Ages 3-15)	\$100.00	\$150.00
Family Pass (4 individuals)	\$400.00	\$600.00
Lap Swim Season Pass	\$50.00	\$70.00
Pool Rentals (Exclusive use; per hour)	Resident	Non-Resident
All Aquatic Amenities (2-hour minimum) *	\$300.00	\$350.00
Leisure/Lifestyle Pool (2-hour minimum) *	\$150.00	\$175.00
Competition Lanes (1-hour minimum) *	\$100.00	\$125.00
Waterslide – (1-hour minimum) *	\$100.00	\$125.00
Splash Pad (1-hour minimum)	\$100.00	\$125.00
*Lifeguards - per hour, per lifeguard. Number of lifeguards needed is based on a ratio of 1 lifeguard to every 25 guests, with a minimum of 4 lifeguards.	\$17.00 per lifeguard, per hour	\$17.00 per lifeguard, per hour
Swim Meets		
State or Regional (per swimmer)	\$7.00 per swimmer	
High Point Community (per swimmer)	\$5.00 per swimmer	

Miscellaneous Rentals

Mobile Stage	
Local Non-Profit, Community, and Service Organizations (Non-profit groups must provide a copy of their valid 501(c) (3) designation to qualify for non-profit rates.)	\$400.00 per one-day event \$550.00 per two-day event
Local Business, Commercial, and Individual Use	Monday-Friday: \$750.00 per one-day event, \$900.00 per two-day event. Saturday, Sunday and holidays: \$850.00 per one-day event \$1,000.00 per two-day event
Portable Concession Stands	
Rental Fee – One day	\$75.00
Rental Fee – Two days	\$100.00
Rental Fee – Three days	\$175.00
Tent Rental	
Per tent, up to two days	\$200.00
Each additional day	\$50.00
Bike Racks/Barricades	\$10.00 per rack per day
Greenway Rental	\$50.00 per day

Neighborhood Park Picnic Shelters

Location/Shelter #	Per 4-hour period
Allen Jay Recreation Center Shelter #1	\$40.00
Allen Jay Recreation Center Shelter #2	\$40.00
Armstrong Park	\$40.00
Cedrow Park	\$40.00
Deep River Recreation Center	\$40.00
Macedonia Park	\$35.00

Northpoint Conference Room

Monday-Friday, 8 a.m.-5 p.m.	\$35.00 per hour, 2-hour minimum
After 5 p.m. Monday-Friday and weekends	\$45.00 per hour, 2-hour minimum

Oak Hollow Park

Family Campground

	Price
Camp Sites – Section D	\$35.00 per day
Camp Sites – Section A, B, C (Cable service included)	\$45.00 per day
Camp Sites – Tent	\$30.00 per day
Each additional person above 4, per night	\$5.00 per day
Dump Fee (for RVs not staying in the campground)	\$15.00

Oak Hollow Park & Marina

Launch Fees	
Boat Launch	\$7.00
Water Skiing with paid boat launch	\$1.00
Kayaks and Paddleboards	\$4.00
10 Boat Launches (does not include water ski fee)	\$60.00
Rentals	
Sailboat Rentals - 2-person limit per boat for 4 hours Must have sailing experience	\$25.00
Solo Kayak (all day)	\$12.00
Tandem Kayak (all day)	\$20.00
Stand Up Paddleboard (all day)	\$15.00
Storage	
Boat Storage, per month, paid biannually	\$30.00
Kayak Storage, per month, paid biannually	\$15.00
Bank Fishing (All day)	
Adults (ages 16-54)	\$2.00
Youth (ages 12-15), Seniors (ages 55+), and people with disabilities	\$1.00
Children under the age of 12	Free
Yearly Bank Fishing Pass	
Adults (ages 16-54)	\$30.00
Youth (ages 12-15), Seniors (ages 55+), and people with disabilities	\$25.00
Yearly Launch Pass Powered and Non-Powered Boats	
Both Lakes	\$120.00
Both lakes (Seniors, ages 55+)	\$75.00
One Lake (Designated)	\$75.00

Marina Meeting Room

Marina Meeting Room	\$25.00 per hour, 2-hour minimum
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Picnic Shelters- North Overlook, Sailboat Point and Festival Park

4-hour period	\$45.00
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Oak Hollow Tennis Center

Court Rentals	
Outdoor Courts	\$8.00 per court, per hour
Indoor Courts - (November 1-March 31) Non-Prime Time <ul style="list-style-type: none"> • Monday–Thursday, 8:30 a.m.-5:30 p.m. • Fridays, All day • Sundays, 8:30-11:30 a.m. 	\$20.00 per hour, per court
Indoor Courts - (November 1-March 31) Prime Time <ul style="list-style-type: none"> • Monday-Thursday, 5:30-10 p.m. • Saturdays, All day • Sundays, 1-8:30 p.m. 	\$24.00 per hour, per court
Seasonal Reservation Rates (Indoor Courts, November 1-March 31)	\$650.00- 20 weeks, prime time \$600.00- 20 weeks, non-prime time
Tennis Facility Rental	
Indoor Court Building Rental - 2 indoor courts reserved during the indoor season on Saturday nights from 6-10 p.m.	\$125.00
4 hours	Outdoor Courts \$150.00 Indoor Courts \$180.00
All Day	Outdoor Courts \$300.00 Indoor Courts \$350.00
Each additional hour	Outdoor Courts \$40.00 per hour Indoor Courts \$50.00 per hour
Court Maintenance (first two hours are free)	\$25.00 per hour

Piedmont Environmental Center

Auditorium Rental	
Monday through Friday, 9 a.m.-5 p.m.	\$40.00 per hour, 2-hour minimum
Monday through Friday, 5-9 p.m.	\$60.00 per hour, 2-hour minimum
Kitchenette Usage	\$10.00 per day
LCD Projector	\$50.00 per day

- PEC Members receive a 20% discount on Auditorium rentals.

**Recreation Centers
(Allen Jay, Deep River, Morehead, Oakview, and Southside)**

Area	Price
Gym - Type A (Rentals by citizens, non-profit, civic or religious groups)	\$35.00 per hour
Gym - Type B (Where admission or tickets are charged, or merchandise is sold)	\$50.00 per hour
Small Activity Room	\$25.00 per hour
Large Activity Room (Oakview, Deep River, Allen Jay, Morehead)	\$35.00 per hour
Entire Center	\$110.00 per hour
City Holidays	\$150.00 additional fee on City approved holidays
Staff Fee - For events that run past their scheduled end time	\$25.00 per hour, per employee

Roy B. Culler Jr. Senior Center

	Price
Monday-Friday, 8 a.m. - 5 p.m.	\$35.00 per hour, 2-hour minimum
After 5 p.m. Monday-Friday and weekends	\$45.00 per hour, 2-hour minimum

Washington Terrace Park and Community Center

Community Center

Large Activity Room (includes kitchen)	\$50.00 per hour
Conference Room	\$35.00 per hour
Conference Room Plus Kitchen (Kitchen is \$15 per 2-hour period)	\$45.00 per hour
Entire Community Center	\$85.00 per hour
City Holidays	\$150.00 additional fee on City approved holidays
Staff Fee for events that run past their scheduled end time	\$25.00 per hour, per employee

Picnic Shelters – based on 4-hour period

# 1	\$35.00
# 2	\$35.00
# 3	\$40.00
# 4	\$45.00
# 5	\$65.00

Washington Terrace Park Rental

Entire Park	\$600.00 for 8-hour period. Pool rental is not included.
Stage Area	\$25.00 per hour
Vendor Fee - Food	\$75.00
Vendor Fee - Non-Food	\$50.00

Washington Terrace Park Swimming Pool

Per person, per day, ages 4 and up (includes basket rental)	\$2.00
Toddlers - (2 years of age and under) Free with a paying adult 18 years of age or older	Free
Punch Card - includes 15 admissions	\$20.00
Pool Rental - 1 ½ hour period (maximum of 6 hours)	\$50.00 per 1 ½ hour rental
Lifeguards - per hour, per lifeguard. Number of lifeguards needed for a rental is based on a ratio of 1 lifeguard to every 25 guests, with a minimum of 2 lifeguards.	\$17.00 per hour, per guard

Beer & Wine Policy

Rules for the Sale of Malt Beverages and/or Unfortified Wine

1. The sale of alcoholic beverages is permitted at Oak Hollow and Blair Park Golf Courses.
2. Beer (malt beverages) will be sold and dispensed in accordance with North Carolina ABC regulations. All state laws concerning the sale and consumption of beer shall be strictly adhered to.
3. At least one grillroom employee shall be eighteen (18) years of age or older during any particular shift.
4. The City reserves the right to refuse to sell beer to any person. Following are examples of, but not limited to, refusing the sale of beer:
 - A. Persons under 21 years of age
 - B. Improper or disruptive conduct
 - C. Person(s) appearing to be intoxicated
 - D. Lack of Identification
5. Any person violating State alcoholic beverage laws as a part of their course of employment shall be subject to appropriate personnel action up to and including dismissal.
6. Any person observed by city staff to be violating State ABC Laws by providing beer to anyone underage shall have their golf playing privileges suspended.

Park Rentals

1. Alcoholic beverages are allowed during exclusive rentals or special events at the following facilities: Oak Hollow Tennis Center, Oak Hollow Park, High Point City Lake Park and High Point Athletic Complex.
2. All State laws concerning the sale and consumption of beer (malt beverages) shall be strictly adhered to.
3. Persons or agencies permitted to serve beer or wine must provide the city with a certificate of insurance showing \$2,000,000 dollars of liability insurance coverage.

Refund Policy

Shelters, Fields, and Facility Rental Refunds

If a customer cancels a reservation at least fourteen (14) days prior to the rental date, a full refund will be issued. If a customer cancels less than fourteen (14) days prior to the rental date, there will be no refund unless approved by the Director of Parks & Recreation or his or her designee. A full refund is given if High Point Parks & Recreation Department cancels a facility rental. All cancellations and requests for refunds must be in writing or submitted by email.

Shelter Rentals- Rainout Refunds

A rainout is defined as a shelter cancellation due to inclement weather conditions. The renter must call on the day of their event to cancel because of rain. If the customer uses a shelter at any time during their rental, they will forfeit their refund.

- If the event is scheduled at Oak Hollow Park, Festival Park, North Overlook or Sailboat Point, customers should call 336-883-3494.
- If the event is scheduled at High Point City Lake, customers should call 336-883-3498.
- For all other park rentals, the customer should call or leave a voicemail at 336-883-3469.

The customer can receive a refund or reschedule for another date at the time of cancellation. We are not allowed to carry a credit on a customer's account for more than two (2) weeks. If the customer has not called back to reschedule by two (2) weeks after the original reserved date, we will process a refund. If the renter uses the shelter at any time during their rental, they will forfeit this rainout refund.

Campground Refunds

If a customer cancels a reservation at least seven (7) days prior to the scheduled arrival date, a full refund will be issued. If a customer cancels or reschedules less than seven (7) days prior to the arrival date, a refund will be issued minus one (1) night's stay at the reserved rate. No refunds will be issued for early departures, late arrivals, or for cancellations and rescheduling requests that are made on the scheduled arrival date. All cancellations and requests for refunds must be in writing or submitted by email.

Program Refunds

If the High Point Parks & Recreation Department cancels a program, a full refund will be issued. Refunds requested by customers will be issued on a case-by-case basis and must be in writing or by email. There may be specific cancellation policies that vary by program. Unless noted otherwise, if a program has not begun and no costs have been expended for the participant (i.e. t-shirt, trophy, etc.), a full refund may be issued. If expenses have occurred for the participant, the refund will be the cost of the program minus any expenses that have occurred. If a customer has participated in more than half of the program, no refund will be issued.

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

ITEM ABSTRACT: Request for Motion of Support for T-Mobile Hometown Grant

AGENDA ITEM #: 6

CONSENT AGENDA ITEM

ACTION ITEM

INFORMATION ONLY

MEETING DATE: August 7, 2023

ESTIMATED TIME FOR DISCUSSION: 5 minutes

DEPARTMENT: Parks and Recreation

CONTACT PERSON: Rebecca Ashby/Scott Coakley

SUMMARY:

T-Mobile awards 25 Hometown Grants each quarter with a commitment to provide \$25 million in grant funds through 2026. The grant requires projects to be located in towns with less than 50,000 people and will provide a community benefit.

The grant can fund adaptive uses of older and historic buildings into community gathering spaces, improvements to outdoor parks or trails, and technology projects for the public libraries. Towns can request a maximum of \$50,000 with no match requirement.

The proposed project would update the sports complex by purchasing an automatic line marker, portable benches for the youth teams, and portable bleachers for the spectators of the youth games. The line marker can reduce staff time to mark the fields from four hours to 23 minutes. Providing seating to participants and spectators would enhance the game experience.

ATTACHMENTS: None

RECOMMENDATION/ACTION NEEDED: Staff recommends that the Committee support the T-Mobile Hometown application as presented.

BUDGETARY IMPACT: None

SUGGESTED MOTION: Committee Member makes a motion to support the T-Mobile Hometown application as presented.

FOLLOW UP ACTION NEEDED: Staff will submit the application for the T-Mobile Hometown funding.