

# TOWN OF JAMESTOWN PARKS & RECREATION FACILITY RENTAL AGREEMENT

Effective: September 2019

**Application must be submitted 2 weeks prior to event.**



Contact Information

Scott Coakley – Parks Superintendent  
Town of Jamestown  
PO BOX 848 - 301 E. Main St.  
Jamestown, NC 27282  
p-336.454.1138  
f- 336.886.3504

\_\_\_\_\_  
Organization / Name Today's Date

\_\_\_\_\_  
Mailing Address City Zip Code

\_\_\_\_\_  
Home Phone Work Phone Cell Phone

\_\_\_\_\_  
Reservation Date(s) *(Attach separate sheet if necessary)* E-mail Address

\_\_\_\_\_  
Time Event(s) Begins Time Event(s) Ends

**\*\* GATES OPEN 30 MIN. BEFORE AND CLOSE PROMPTLY 30 MIN. AFTER EVENT ENDS.**

\_\_\_\_\_  
Purpose of Rental Approximate # of People

*I/We understand that I/we have read and understand the Facility Use Policy for the Town of Jamestown's Parks & Recreation Facilities. I/We understand that the Town of Jamestown does not insure my/our function; is not responsible for injury to persons using the premises under the terms of its application; nor for damage or loss of property brought onto the premises; that the Town of Jamestown shall be held harmless for any such injury; damage or loss resulting from the use of its property; including (but not limited to) any attorney costs and court fees. Furthermore, I/we agree to pay for any and all damages caused by this function. I/We have received and read the policies and regulations concerning the use of the facilities and agree to the provisions therein.*

\_\_\_\_\_  
Signature of Renter/Authorized Date  
Group Representative

\_\_\_\_\_  
Printed Name of Renter/Representative

Check facilities to be rented:

	<b>Lights</b>
<b>Baseball Fields:</b>	
#1 <input type="checkbox"/>	#2 <input type="checkbox"/> <span style="float: right;">Lights <input type="checkbox"/></span>
<b>Soccer Fields:</b>	
#1 <input type="checkbox"/>	#2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> <span style="float: right;">n/a</span>
<b>Other</b> _____	<input type="checkbox"/>
<b>Other</b> _____	<input type="checkbox"/>

\_\_\_\_\_  
Staff Approval Date

TOWN OF JAMESTOWN PARKS & RECREATION  
FACILITY RENTAL AGREEMENT

Effective: September 2019

**\*\*Reservation not guaranteed without payment AND staff approval.\*\***

Soccer Fields: \_\_\_\_\_

Rate: \_\_\_\_\_ x Games: \_\_\_\_\_ = Subtotal: \$ \_\_\_\_\_

**\*\*1 "Game" is equivalent to a 2 Hour period. We do not distinguish between a "game" or a "practice".**

Baseball Fields: \_\_\_\_\_

Rate: \_\_\_\_\_ x Games: \_\_\_\_\_ = Subtotal: \$ \_\_\_\_\_

**\*\*1 "Game" is equivalent to a 2 Hour period. We do not distinguish between a "game" or a "practice".**

Other: \_\_\_\_\_

Rate: \_\_\_\_\_ x Hours: \_\_\_\_\_ = Subtotal: \$ \_\_\_\_\_

<i>(Office Use Only)</i>
Deposit Paid _____
Receipt # : _____
Rental Fee Paid: _____
Receipt # : _____
Deposit Return Date: _____

<b>Total Amount Due: \$ _____</b>
-----------------------------------

Make checks payable to: Town of Jamestown  
PO Box 848  
301 E. Main St.  
Jamestown, NC 27282

**\*\*Public Liability Insurance will be furnished by applicant as follows\*\***

A certificate of liability insurance which **names the Town of Jamestown as an additional insured for an amount of no less than \$2,000,000** must be provided to the Town of Jamestown.

CERTIFICATE ATTACHED _____ OR /ON FILE at TOWN HALL _____
---