

APEX COMMUNITY CENTER – Shelter Reservation Request Worksheet

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

**Applications are processed only during the business hours of Monday through Friday from 9am-5pm.**

Shelters are only available to Residents of Apex, age 21 years or older. To qualify as a resident the requesting party must reside within the Town's incorporated limits, as defined by the Planning and Community Development Department. No other individuals, businesses or entities may rent the facility. A \$100 deposit is required on all rentals. Rentals are four hour blocks of time, available seasonally, concurrent with park hours. Ball fields, courts and playgrounds are not included in shelter rentals. If shelters are not rented, they are available on a "first come, first served" basis.

Name \_\_\_\_\_ Phone (h) \_\_\_\_\_ (w/c) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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

Date: circle **M T W Th F S Su** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Number of those under age18: \_\_\_\_\_

Seasonal Time Blocks~ use the boxes to check off your selections

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

March through October:  9am-1pm  1-5pm  5-9pm

Jaycee Park: Small Shelter for up to 50 guests. Each four hour block of time rents at a rate of \$45

Kelly Road: Small Shelter for to 50 guests. Each four hour block of timer rents at a rate of \$45. This shelter is located next to the parking lot, within the restroom structure. The shelter within the playground is available on a "first come first served" basis.

Apex Community Park: Both a Large and a small Shelter are located at the back of the park facility, beyond the tennis courts. An electrical outlet is provided with in the structure and a water spigot is located in between the shelters.

Small Shelter: Accommodates up to 50 guests. Each four hour block of time rents at a rate of \$45

Large Shelter: Accommodates up to 100 guests. Each four hour block of time rents at a rate of \$65

Specific Details of Rental Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town of Apex **Shelter Reservation** Request Worksheet  
AGREEMENT AND UNDERSTANDING OF RULES AND REGULATIONS

- a) The party signing this application must be 21 years of age and a resident of the Incorporated Town of Apex. Youth groups must assure adequate adult supervision of one adult per 20 youth under age 18.
- b) The party signing this application is held responsible for any and all damage or misuse of facilities and shall bear full replacement cost for any breakage, loss or damage, via a portion or full forfeiture of rental deposit and or additional monies if costs exceed \$100 deposit amount.
- c) Any personal items brought into the park facility are the person/groups responsibility.
- d) Picnic tables may be rearranged within the shelter but must be returned to original state at rental completion.
- e) Maximum group size for large shelter is 100 guests and 50 guests for small shelters. Upon request by The Town of Apex, Police Security will be acquired, at the rental group's expense, prior to approval by the APR&CR Director.
- f) No open fires except in charcoal grills provided at shelters. Gas grills and pig cookers are permitted, ONLY WITHIN PAVED PARKING LOT, and may be banned during high fire danger periods.
- g) No rice, birdseed, confetti or like materials may be thrown in shelters or park grounds.
- h) Inflatable rides, amusements and activities such as "Moonwalks" are prohibited.
- i) Shelters provide cover during inclement weather. Weather related refunds pertain only to "Acts of God".
- j) Fishing and boating licenses and permits are not included in shelter rentals and are subject to separate fees and registrations. Please call the Apex Community Center at 919-249-3402 for specifics.
- k) Shelters cannot be rented by persons or groups for purposes of making a profit, fundraising, auctioning, selling, trading or exchanging products and services UNLESS by a qualified nonprofit group exhibiting proof of 501c3 status at time of application and with the prior approval of APR&CR Director.
- l) Non Profit groups, exhibiting proof of 501c3 status at time of application, are eligible for a 50% reduction of rental fees, for rentals occurring only Monday through Friday, between 9-6pm. This reduction only applies to rental fees and does not include damage deposits.
- m) Rentals are booked on a first come first served basis only, cannot be renewed at the end of the rental agreement and may not be booked any further in advance than three months, or to a maximum of 12 rentals per calendar year unless otherwise approved by the APR&CR Director.
- n) In addition to the **NO ALCOHOL POLICY** the following shall be prohibited within parks or on the shelter premises: 1) all illegal drugs or other substances, 2) weapons of all kinds except for Law Enforcement Officers in the execution of their duties or during Town of Apex approved public demonstrations, 3) In accordance with town ordinances dogs are required to be leashed at all times and dog owners are required to have the means to remove animal feces and dispose of in a lawful manner 4) Any use of profanity, profane gestures, unruly behavior detrimental to the normal operation of the facility or the safety of the public and employees, and/or any other actions deemed necessary by the Town of Apex, or its designee, to protect the health and welfare of the public, employees or the facility are also prohibited.

**Cleaning**

- a) Collecting, bagging and delivering all trash generated by rental, to the appropriate receptacle. Park Staff will do their best while keeping to the regular maintenance route within the parks systems.
- b) Picnic tables and benches should be wiped clean. Grounds of shelter must be swept clean of debris.

**Refund Policy**

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

**Damage Deposit Refunds**

- a) Upon full compliance with all the referenced contract conditions, APR&CR staff will send to the Apex Finance Department, a Refund Request after calculating any applicable charges subject to deduction from the damage deposit.
- b) Damage deposit refunds are issued to the Apex Resident making application for the rental.
- c) Under normal conditions the Apex Finance Department issues a refund check via mail, within 3 weeks of request.