



Oak Ridge Parks & Recreation Facility Rental Policies

1. **Reservations:** All facility rental reservations must be booked through the Town of Oak Ridge online reservation system at <https://oakridgenc.myrec.com/info/default.aspx>, or at Town Hall, 8315 Linville Rd, Oak Ridge, North Carolina. Facility Reservations are at the discretion of Parks & Recreation management. Any group renting the facility(ies) may not “sublet” the whole or any part of the facility. The reservation agreement covers only the organization/individual listed on the reservation agreement and covered by the liability insurance.
2. **Payment:** Payment for all facility reservations and equipment rentals is due within 48 hours upon approval of the reservation request. Dates may only be held by management for a period of up to five (5) business days to obtain further details on the request. Payment by credit/debit can be made online or by phone. Cash or Checks made payable to “The Town of Oak Ridge” may be made in person or mailed to Oak Ridge Town Hall, 8315 Linville Rd., Oak Ridge, NC 27310.
3. **Security Deposits:** Lessee will be eligible for a full refund of any required security deposit after the property has been inspected by staff, and equipment is returned in the same condition as it was rented. Security deposits will be refunded within five (5) to ten (10) business days.
4. **Fee Schedule:** To be eligible for charitable, not-for-profit status, a valid IRS designation 501(c)(3) form must be provided as proof. See fee schedule for rates.
5. **Cancellation & Rescheduling Policy:** Requests to cancel or reschedule a reservation must be made during business operating hours a minimum of 48 hours in advance of the reservation. Refunds are subject to approval and may be processed if the request has been made within the stated time frame, or if the cancellation is initiated by Parks & Recreation management.
6. **Hours & Staff:** Oak Ridge Parks & Recreation reserves the right to require a staff member to be present at events held outside normal hours of operation. The rate per staff member will be \$25/hour. Large gatherings may require more than one staff member to be present. Additional security may be required at an additional charge for special events or large crowds, as appropriate to maintain a safe environment. The lessee shall be responsible for added staff and/or security personnel charges.
7. **Responsible Party:** Agreement to all disclaimers written into the reservation agreement constitutes compliance and responsibility for all fee payments, security, enforcement of all park rules and regulations and supervision of the lessee’s activities. Parks management has the responsibility of ensuring authorized use of the park facilities.

8. **Deliveries:** All deliveries will be the responsibility of the lessee. Oak Ridge Parks & Recreation will not be held responsible for food, equipment, or supplies delivered for use by the lessee. Motorized vehicles and gas or electric powered equipment or structures are not allowed in the park without expressed and written permission by the Town of Oak Ridge.
9. **Trash:** All trash must be discarded inside designated trash receptacles.
10. **Decorations:** Nails, glue, staples, screws, and duct tape are prohibited in decorating the facility. If it can leave a permanent mark on the facility in any way, it is prohibited. Lessees must factor in the time it will take to decorate the facility, as it will fall into the timeframe agreed upon in the Facility Reservation Agreement.
11. **Cleaning:** Park facilities must be left in the condition in which they were initially rented. (Grounds must be free of trash and equipment. Dugouts must be left free of trash. Restrooms must be left in an orderly fashion with urinals and commodes flushed. Lessees must factor in the time it will take to clean up their area, as it will be included in the timeframe agreed upon in the Facility Reservation Agreement.
12. **Violations:** Violations of the above provisions, or applicable town, county, state or federal law will result in termination of the Facility Reservation Agreement and loss of fees paid and will render the violator ineligible at the discretion of the Oak Ridge P&R to rent facilities in the future. Park security is enforced by the Guilford County Sheriff's Department. If a situation arises where security is needed, please call **911** and report the incident at Oak Ridge Town Hall, (336) 644-7009, 8315 Linville Road, Oak Ridge, NC 27310.
13. **Special Events and Athletic Facility Use:** Use of park facilities by organizations and groups are also subject to additional regulations, as applicable.
14. **Park Rules:** All rules, regulations, and policies applicable to the Town of Oak Ridge must be adhered to at all times.
15. **Returned Checks:** The Town of Oak Ridge charges a processing fee of \$35 under NC General Statute § 25-3-506 to the Maker of any returned rental payment check.