

# Surf City Parks & Recreation Regulations & Reservations

All users of Surf City Parks & Facilities are asked to follow and practice common codes & principles of good citizenship and conduct. Please be respectful of the rights of others and treat the grounds and facilities with respect.

## **It is unlawful to engage in any of the following on town property:**

- Possess or consume alcohol or narcotic drugs
- Appear in a state of intoxication
- Aggressive behavior/fighting
- Refuse to comply with lawful order of the police or town official
- Beg, hawk, peddle or solicit
- Engage in gambling or gaming
- Use obscene, profane, abusive or offensive language
- Loiter
- Carry openly or concealed firearms or dangerous weapons of any kind
- Discharge a firearm or fireworks of any kind
- Remove or damage any vegetation
- Cause damage to buildings, signs, or other structures
- Cut bait on any rail or picnic table
- Fish any place other than fishing piers
- Tie up boats to park piers or viewing decks
- Moor boats over night
- Litter or otherwise deposit any material
- Use tobacco in any facility or in the doorways of any facility
- Write, paint, or carve on any tree, bench, or structure
- Kill, injure, harass, unnecessarily disturb or feed any waterfowl or animals
- Kindle any fire for any purpose
- Cook in any area not designated for that purpose. (Only gas grills may be used with pre-approval from Surf City Parks & Recreation)
- Commit, perform, or engage in lewd, obscene or indecent acts or behavior
- Appear in a state of nudity
- Post or display any sign, banner, advertisement or notice of any sort
- Disturb the peace and good order
- Play loud music or sounds that disturb other recreation park or facility users
- Camp
- Sleep or park over night
- Drive motorized vehicles other than on roadways or parking areas
- Park in or block any roadway or entrance to the park, wildlife boating area or loading/unloading zone
- Ride bikes, skateboards, skates or scooters
- Break any Town Ordinance, regulation or law

## **Animal & Pet Regulations**

- NO pets are allowed inside facilities, service animals only
- ALL pets must be confined to the immediate area of the owner AND be on a leash not to exceed ten (10) feet at ALL times so as to not disturb or endanger other park users.
- Owners are required to clean up their animal litter/waste and dispose of it properly in a bag in park trash containers.

## Littering

Littering is prohibited and users are expected to police the immediate area after each use and dispose of waste properly. Please leave the area trash free for the next visitors.

## Parks, Beach Accesses and Community Center

Surf City parks and beach accesses are provided by the town for use by the public on a first come basis. The beach accesses, shelters, picnic tables and general park use are especially designed for families, community and neighborhood use. Shelters and Community Center may be reserved with approval of Surf City Parks & Recreation.

## Reservation For Use of Parks or Facilities

- Request does not guarantee usage.
- Requests will be handled on a first come first served basis with Town of Surf City activities being given first priority.
- No reservations will be accepted or events allowed during the weeks surrounding (the week before, the week of, or the week after) holidays.
- Requests must be made using the usage request form. Forms must be filled out completely with exact details of the event included.
- Any event/rental that will have publicity/advertising of any kind including but not limited to radio, television, print media or internet, MUST have the advertisement PRE-APPROVED by the Director of Parks & Recreation PRIOR to sending them to the media.
- Events may require individuals, group or organizations to secure insurance, traffic or crowd control officers, portable toilets, trash carts, and/or alternate parking areas. You will be notified after review of your request if your event requires any or all of these.
- Events may not involve activities that could damage the park, its facilities or grounds.
- If electricity is needed it must be requested with usage request application and will be paid for by the renter.
- Events may not begin earlier than 8:00 AM and must be concluded by 9:00 pm, clean-up completed by 10:00 pm.
- Park reservations do not include the wildlife boating area or play areas.
- Security deposit must accompany request.
- Rental payment is to be submitted upon approval of the request. Please submit separate checks for Deposit and Rental Fee as the deposit will be returned to you at the end of the event if all is well. Please make all checks payable to Town of Surf City.
- It is the responsibility of the individual, group or organization to be aware of and comply with AND to ensure that all participants are made aware of and comply with all laws, regulations and practices of Surf City Parks & Recreation and the Town of Surf City.
- It is the responsibility of the individual or group/organization to set up for their event and clean up at the conclusion of the event. Trash will need to be taken with you and disposed of properly.
- Willful destruction of Town of Surf City property will be fully compensated for by individual, group/organization requesting usage.
- The Surf City Parks & Recreation Department, the Town of Surf City, or its employees will not be held liable for any damage to personal property or for any injury suffered during the course of any scheduled or unscheduled activity.
- The Town of Surf City reserves the right to cancel any event due to violations of rules and regulations.

# Surf City Parks & Recreation Usage Request Rates

- ★ Persons/Groups renting space at Surf City Community Center outside of normal operating hours will be charged an additional \$25 per hour for a Parks & Recreation staff member to be onsite.
- ★ **Deposits:**  
All events/rentals will be required to provide a security deposit of \$100. Deposits will be refunded upon inspection of the facility/park.
- ★ **Cancellation:**  
If events/rentals are not cancelled prior to 10 days before the event, the security deposit will be forfeited and deposited by Surf City Parks & Recreation.

## Community Center

### **Craft Rooms:**

Surf City Taxpayer: \$20/hour

Non-Surf City Taxpayer: \$30/hour

Non-profit: \$10/hour

- Patrons may choose to pay an additional \$25 room set up fee instead of setting up the room themselves. Room set up includes arranging chairs and tables only- floor plan must be provided by renter at least one week prior to the event.
- Patrons may also choose to pay an additional \$50 clean up fee instead of cleaning the room up themselves. Clean up includes cleaning tables and chairs, returning tables and chairs to their original places, sweeping, mopping, cleaning counters, sinks and walls, and garbage removal.

### **Community Room:**

Surf City Taxpayer: \$50/hour

Non-Surf City Taxpayer: \$100/hour

Non-profit: \$25/hour

- Patrons may choose to pay an additional \$50 room set up fee instead of setting up the room themselves. Room set up includes arranging chairs and tables only- floor plan must be provided by renter at least one week prior to the event.
- Patrons may also choose to pay an additional \$250 clean up fee instead of cleaning the room up themselves. Clean up includes cleaning tables and chairs, returning tables and chairs to their original places, sweeping, mopping, cleaning counters, sinks and walls, and garbage removal.

## Parks:

### **Picnic Shelter/Gazebo:**

\$30 per 3 hours, \$15/hour additional time

### **Electricity at shelter:**

\$10 per 3 hours

### **Amphitheater:**

\$50 per hour

### **Electricity at Amphitheater:**

\$10 per hour

### **Non-profit Event Rates:**

\$250 (up to 6 hours including set up, event and clean up)

\$500 (up to 10 hours including set up, event and clean up)

\*Groups may choose to exchange volunteer hours with Surf City Parks & Recreation in lieu of monetary payment at an exchange rate of \$20 per hour based on the North Carolina average. Volunteer hours must be pre-approved and documented by Surf City Parks & Recreation and must be completed prior to the date of the event.

## Surf City Parks and Recreation Usage Request Process

1. Applicant mails/brings in/faxes request to Department of Parks & Recreation.
2. Department of Parks and Recreation staff receives request and reviews for completeness. (Applicant will be contacted if there are any questions.)
3. Department of Parks and Recreation staff reviews calendar for conflicts. (Applicant will be notified if there is a conflict.)
4. Usage Request Form submitted to Parks & Recreation Director for approval.
5. Department of Parks & Recreation staff contacts applicant with notice of approval or denial.
6. Applicant provides payment in form of cash or check made payable to Surf City Parks & Recreation.
7. Department of Parks & Recreation adds reservation to calendar.

**Reservation Request**  
**Surf City Parks & Recreation**  
**parksandrec@townofsurfcity.com**  
**Phone: (910) 328-4887 / FAX: (910) 328-2898**

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NAME OF ORGANIZATION OR GROUP \_\_\_\_\_ CONTACT PERSON ACCEPTING FULL RESPONSIBILITY FOR EVENT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_ (CELL): \_\_\_\_\_ (WORK): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ ESTIMATED # OF PARTICIPANTS: \_\_\_\_\_

**\*\*\*PLEASE ANSWER ALL QUESTIONS ON THIS & THE NEXT PAGE OF THIS FORM AND INCLUDE WITH REQUEST\*\*\***

**(Please indicate request below):**

**PICNIC SHELTER:**

- Soundside Park
- Surf City Community Center
- Family Park

**AMPHITHEATER:**

- Soundside Park

**GAZEBO:**

- Roland Beach Access
- Nelva R. Albury Recreation Area

**ROOM:**

**Surf City Community Center:**

- Craft Room 1     Craft Room 2     Craft Room 3     Community Room (Gymnasium)

**BEACH ACCESS:**

- 9<sup>th</sup> Street     2111 N. Shore     2000 N. Shore     1900 N. Shore     1800 N. Shore
- Broadway     Neptune     Pender     Lenoir     Jones     Craven     Mecklenburg
- Dolphin     509 N. Shore     Wilmington     New Bern     Goldsboro     Greensboro
- Roland     Kinston     High Point     Raleigh     Durham     Charlotte     Quarterhorse
- 1140 S. Shore     Windward     2404 S. Shore     3016 S. Shore

\*If you are requesting to hold an event somewhere not listed on this form, please contact Surf City Parks & Recreation Department.

**\*\*\*Make Checks Payable & Mail Form to: Surf City Parks & Recreation, PO Box 2475, Surf City, NC 28445\*\*\***

**\*\*Please submit separate checks for Deposit & Rental Fee as the deposit check will be returned to you at the conclusion of the event if all guidelines have been followed.\*\***

I understand that a thorough check will be made of the rented facility/park to ensure site is clean and there has been no damage. I agree that failure to clean up property will forfeit my deposit without recourse and that I am responsible for any damage incurred during my event. I further understand and agree that failure to cancel reservations within one (1) week of scheduled event will result in the loss of my security deposit as an administrative fee.

**I have read, and agree to abide by, Surf City Parks & Recreation Regulations.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

**\*\*\*\*FOR SURF CITY PARKS & RECREATION OFFICE USE ONLY\*\*\*\***

COMMENTS: \_\_\_\_\_

THIS APPLICATION IS HEREBY APPROVED, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ BY: \_\_\_\_\_

DIRECTOR OF PARKS & RECREATION

Please include the following information in your proposal for any event, as it will determine cost and possibly other requirements:

- What is the purpose/type of event, including anything that will take place at the event (ex... speakers, dancing, refreshments, etc...)
- Will the event be open to the public?
- Do you intend to collect any money? From what? What will the money be used for?
- Do you plan to advertise for your event? (actual advertisements must be attached for pre-approval before anything is sent to any media)
- List everything that will be brought into the park/facility (ex... chairs, tents, sound equipment, etc.) and the quantity and sizes of each
- List anything you are requesting for rental (ex... electricity if at the park, # of chairs & # of tables if inside the building, etc...)
- Will there be food at the event? Catered? By whom?
- List anything you will need from Surf City Parks and Recreation Staff, including tasks you would need before, during, or after the event (ex... set up, clean up, etc...)

**\*\*\*Caterer, DJ, party rentals/suppliers, or anyone else bringing anything into the parks or facilities will need to contact Surf City Parks & Recreation at least two weeks prior to the day of the event\*\*\***