

CORNELIUS PARKS & RECREATION DEPARTMENT  
 SHELTER RESERVATION REQUEST / PERMIT



RESERVATION REQUESTS MUST BE MADE A MINIMUM OF SEVEN (7) DAYS IN ADVANCE

Contact Person: \_\_\_\_\_

Organization Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Park Requested: \_\_\_\_\_ Shelter number (where applicable): \_\_\_\_\_

Activity Scheduled: \_\_\_\_\_ Expected Number in Group: Adult \_\_\_\_\_ Youth \_\_\_\_\_

Reservation taken by: _____
Reservation approved: _____
Amount paid: _____
Date: _____
Method: _____

Days of week	Date(s)	Starting Time	Ending Time
Monday (s)			
Tuesday (s)			
Wednesday (s)			
Thursday (s)			
Friday (s)			
Saturday (s)			
Sunday (s)			

REGULATIONS

- The following items are NOT allowed with shelter rentals: inflatables/bounce houses, structures that require being staked into the ground, water balloons, confetti, generators, or barbecue grills of any kind, other than grills already installed in parks.
- Do NOT damage the shelter in any way, including the use of tape or nails to affix decorations. Area is to be cleaned after use and trash and recycling put in appropriate receptacles. Signee agrees to pay the costs for any damages that must be repaired by Town or litter that must be removed.
- General park rules: No alcoholic beverages or glass containers allowed. No tobacco products, smoking, e-cigs, or vaping use of any kind allowed anywhere on or in Cornelius Parks & Recreation Department (Cornelius P&R) Facilities.
- Persons associated with activities are required to park in designated parking spaces at all times.
- This permit is for the reservation of a shelter ONLY and NOT for the reservation of any adjacent amenities or facilities.
- Reservations that are cancelled or closed by Cornelius P&R due to inclement weather or other reasons can be rescheduled for another date based on availability, credited to a future reservation, or refunded in accordance with refund procedures.
- Facility reservations cancelled by user groups must be communicated to Cornelius P&R. Refunds will be given based on the following procedures: cancellations more than two (2) weeks out receive a 90% refund, cancellations more than one (1) week out receive a 50% refund, and any cancellations made less than one (1) week out will not receive any refund.
- The Town of Cornelius P&R does not discriminate against any person based on age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin in the operation, conduct, or administration of community recreation programs or its facilities. Third parties who receive a permit from the Town to operate, conduct, administer or offer a community recreation program activity or service are held to these same standards.
- Cornelius P&R reserves the right to make necessary adjustments to reservation schedule or to revoke reservations.
- Full payment will be due at time of reservation confirmation. Renter must be able to show receipt upon request.
- Person signing this form shall be responsible for conduct of group and any damages to property.

I have read completely and understand fully the regulations of this permit.

\_\_\_\_\_  
 Signature of Individual User or Authorized Representative of Organization

\_\_\_\_\_  
 Date

Please return forms to: **Cornelius Town Hall**  
**Attn: Cornelius Parks & Recreation Department**  
**PO Box 399**  
**Cornelius, NC 28031**

**Email: pr@cornelius.org**  
**Fax: 704-896-2462**  
**Phone: 704-892-6031 x 160**  
**WEATHER HOTLINE: 704-896-2460 x 290**