



**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/Rec Center Requested: \_\_\_\_\_ (Please complete a separate form for each location)

# of Courts \_\_\_\_\_ Gym: \_\_\_\_\_ Other: \_\_\_\_\_ (gaga pit, sand volleyball, track)

Sport / 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)			

**PLEASE BE COURTEOUS!**

For court usage, once this reservation has ended and if there are others awaiting use of the courts, **the permit holder should vacate their court(s) no later than 15 minutes past** the reserved ending time listed on this permit.

**REGULATIONS**

- Full payment will be due at time of reservation confirmation. Renter must be able to show receipt upon request.
- Person signing this form below shall be responsible for conduct of group and any damages to property.
- Area is to be cleaned after use and trash and recycling put in appropriate receptacles.
- Cornelius Parks & Recreation Department (P&R) staff will coordinate and set court/track lighting schedules as necessary. Lights requested at the track require an additional fee.
- 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 P&R facilities. Pets are not allowed on playing fields, playing surfaces, or indoors. No food or beverages are allowed in gyms.
- User/user group agrees to follow all P&R Department, Town of Cornelius, and Mecklenburg County ordinances, rules, regulations.
- Reservations that are cancelled or closed by Cornelius P&R due to inclement weather or other means 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 Department 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.

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

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

\_\_\_\_\_  
Date

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

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