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Section 1: Provisions of Common Applicability

- 1.01 Purpose
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- 1.05 Non-Discrimination Policy
- 1.06 Interpretation
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- 1.08 Refund Policy

Section 1: Provisions of Common Applicability

1.01 Purpose

In adopting this policy manual the Parks & Recreation Department and the Town Council have instituted guidelines and procedures to ensure participants of parks and recreation programs and users of facilities, and parks:

- A. are provided equal access to all parks and recreation programs and facilities;
- B. receive equitable treatment when registering or participating in parks and recreation program; and
- C. promote fairness in the application of all programs and facility use.

1.02 Effective Date

This policy manual is effective August 2008.

1.03 Mission Statement

To promote participation and develop public awareness of the benefits of Parks and Recreation and leisure services to enhance the quality of life for the individual, community and society.

1.04 Vision Statement

The goal of the Parks & Recreation Department is to provide all residents with diverse opportunities to achieve a quality leisure experience. To accomplish this goal the department has established a comprehensive plan for the future.

- A. Develop and preserve parks and open spaces.
- B. Develop a greenway system connecting parks and other points of interest. Link with other municipal and county systems.
- C. Develop and expand recreational, cultural, interpretive, athletic, and health related programs and activities for all age groups and abilities.
- D. Promote "participation not perfection".
- E. Promote public awareness of the benefits of parks and recreation and leisure services.
- F. Develop and renovate new and existing outdoor and indoor recreation facilities.
- G. Develop a park system that addresses the needs of the residents while complimenting the natural and historical resources of the community.

1.05 Non-Discrimination Policy

The facilities and services of the Holly Springs Parks and Recreation Department are available to all without regard to race, color, religion, sex, age, national origin, disabilities or inability to pay. The department encourages and supports the full participation of people with disabilities along side people without disabilities.

- A. Accommodations
 - 1) To facilitate participation, accommodations are provided upon request. Accommodations include, but are not limited to: sign language, trained support staff, adapted equipment.
- B. An individual's or family's inability to pay for Holly Springs Parks and Recreation Department services or programs does not exclude participation.
 - 1) Formal proof of need is required. Formal Proof of need is defined as documentation from a state or county agency that has already determined a participant's need for monetary assistance. Examples: A letter from Wake County Public School system stating a child receives free or reduced lunches; a letter requesting assistance from Wake County Human Services; request for assistance by a Guidance Counselor with WCPSS.
 - 2) Participant will need to submit a letter requesting assistance/fee waiver along with documentation to the Director of Parks and Recreation. Each request is reviewed by the director on a case by case basis.

1.06 Interpretation

In their interpretation and application, the provisions of this policy manual shall be held for the promotion of the health, safety, comfort, ethical, and general welfare of the public. In the case of any conflict or inconsistency between two or more provisions of this policy, the provision which imposes the greater or higher restrictive standard shall control.

1.07 Amendments

In its continuing administration of the purposes set forth in Section 1.03 – Purpose above, the Board of Commissioners of the Town of Holly Springs at the request of Parks and Recreation Department staff may find it reasonable and necessary to propose and adopt amendments to the text of this policy.

1.08 Refund Policy

- A. All leisure program, track-out program, and after-school program refund requests must be submitted in writing and addressed to the appropriate Programs Manager, HSP&R Department at least 14 days prior to the start date of the program.
- B. Request letter should state reason for refund. Refunds requested less than 14 days prior to the program in which the participant is enrolled will not be refunded.
- C. See Athletics section for full details on Athletics refunds. Official start date for athletics is defined as player placement on a team.
- D. See Summer Camp section for full details on Summer Camp refunds. Refunds must be requested by the official start date of Summer Camp for the entire summer.
- E. All refunds are assessed a \$15 service charge per participant per activity.
- F. For amounts under \$15, no refund will be issued unless refund is due to department cancelling.
- G. Late fees are non-refundable.
- H. Requests for medical related refunds will be evaluated on a case by case basis.
- I. If the Parks & Recreation department cancels a program, the total amount will be refunded.

Section 2: Leisure Programs

2.01 Registration

2.02 Waiting List

2.03 Program Fees

2.04 Refunds

2.05 Weather Policy

Section 2: Leisure Programs

2.01 Registration

- A. All participants must complete a Town of Holly Springs Parks & Recreation Department registration form.
- B. Each registration form contains a waiver of liability that must be signed by a parent or guardian.
- C. Participants under the age of 18 must have approval and signature of a parent or guardian.
- D. Fees must be paid at the time of registration. Registrations will not be accepted without payment of fee.
- E. Registrations and fees are accepted at the **Hunt Community Center**, Monday – Friday, 8 a.m. to 8 p.m. and Saturday 8 a.m. to 12 p.m.
- F. Registrations and fees are accepted at the **Bass Lake Retreat Center**, Monday – Sunday, 8 a.m. to dusk.
- G. Registrations and fees are accepted at the **Cultural Center**, Monday – Thursday, 9:00 am – 9:00 pm. Friday 9:00 am – 5:00 pm and Saturday, 10:00 am – 5:00 pm.
- H. After School and Hunt Center Summer Camp and track out registrations and fees are accepted at the Hunt Community Center only.
- I. Participants may register by mail. The envelope must be received on or before the registration deadline to be processed and should contain a completed registration form along with payment.
- J. Participants that register before the registration deadline will be placed in a program if space is available.

2.02 Waiting List

- A. After the registration deadline, registrants will be placed on a waiting list for the program.
- B. Registrants may be placed on the waiting list via in person or by phone if appropriate documentation is on file.
- C. Fees will not be accepted until the registrant is placed into the program.
- D. Registration waiting lists are maintained in Class software.
- E. Openings will be filled according to registrant's placement on the wait list.
- F. Should a spot become available, all fees are due.

2.03 Program Fees

A. Leisure Program Fees

- 1. Fees are based on the particular activity and the actual costs associated with implementing the program, trip, and/or class and contingent upon co-sponsorship.
- 2. Non-resident fees are calculated 20% higher than resident fees.
- 3. Instructors and activity providers may rent rooms for \$20.00 per hour (Hunt Community Center Only) if available and approved by Parks and Recreation staff. They may charge fees and collect fees from participants during these classes. Parks and Recreation will not provide support, advertisement, or registration for these classes.
- 4. Instructors and activity providers may charge a fee for instruction of classes based on the minimum number of participants to meet required payment with a 60/40 Instructor/Town division of fees collected.
- 5. Parks and Recreation staff may contract instructors and activity providers to teach/lead classes for an agreed amount of pay per class session. At the discretion of the Director of Parks and Recreation, the department will pay the contracted amount if fewer than the minimum number of participants register and pay. This fee structure will be in effect until the class size meets the minimum number of participants paying to meet the instructor's payment requirements with the 60/40 instructor/Town split.
- 6. Fees for outings will cover the cost of admission, tickets, and fees associated with the outing unless otherwise noted.
- 7. Fees for activities co-sponsored by agencies such as 4-H and other grant providers will be determined by the agency co-sponsoring the event/activity.

B. Senior Program Fees

1. Fees are based on the particular activity and the actual costs associated with implementing the program, trip, and/or class and contingent upon co-sponsorship.
2. Fees charged for senior activities, events, and classes will help cover the actual cost of the activity.
3. Actual Cost = supplies + staff salary and/or contract instructor cost + facility use + equipment.
4. Fees charged for senior outings will cover the actual per person costs of the outing plus the cost of the driver/trip organizer. Fees charged will be based on a minimum number of participants.
5. Participants will not be charged a fee for transportation for local day outings to restaurants, museums, parks and events unless otherwise noted. (Farmer's Market, Art Museum, Harris Lake, State Fair).
6. For daytime instructional activity classes, seniors may pay a fee for each individual class.

2.04 Refunds

- A. All refund requests for Hunt Community Center programs must be submitted in writing and addressed to the Leisure Programs Manager, Holly Springs Parks & Recreation Department.
- B. All refund requests for Bass Lake Retreat Center programs must be submitted in writing and addressed to the Bass Lake Park Manager, Holly Springs Parks & Recreation Department.
- C. All refund requests for Cultural Center programs must be submitted in writing and addressed to the Cultural Center Manager, Holly Springs Parks & Recreation Department.
- D. Request letters should state, in detail, the reason for refund.
- E. All refunds are subject to a \$15 administrative fee per participant per activity.
- F. If the fee for an activity is \$15 or less, a refund will not be issued.
- G. If the Parks & Recreation Department cancels a program, the total amount will be refunded.

2.05 Weather Policy

- A. Participants may call the Informational/Weather hotline at 557-2939, any facility, or visit the Parks & Recreation Message Board at www.hollyspringsnc.us for updates and cancellations.
- B. For adverse weather conditions, the Parks and Recreation Department will follow the Wake County Public School system's cancellation schedule for all programs and activities scheduled Monday – Friday at Town facilities.
- C. For inclement weather conditions, a decision will be made by 4:00 p.m. Monday through Friday
- D. For weekend cancellations, a decision will be made by 8:00 a.m. on Saturday.

Section 3: After School Program – Traditional and Year Round

- 3.01 Registration
- 3.02 Discipline Policy
- 3.03 Waiting List
- 3.04 Late Payment Penalty
- 3.05 Late Pickup Penalty
- 3.06 Refunds
- 3.07 Weather Policy

Section 3: After School Program – Traditional & Year Round

3.01 Registration/Program Information

- A. An After School registration form must be completed for each participant.
- B. Emergency cards must be completed for each participant.
- C. Each parent must read and sign the After School Information Manual, Syllabus and Discipline Policy.
- D. Registration and fees are accepted at the Hunt Community Center, Monday –Friday, 8 a.m. to 8 p.m. and Saturday 8 a.m. to 12 p.m.
- E. The monthly fee includes all teacher work days (7:00 a.m. – 6:00 p.m.), all early release days, and all activities taking place on those days (not holidays).
- F. A non-refundable registration fee is charged for After School care. (See P&R fee schedule.)
- G. The After School fee is due on or by the first of each month/week. June's After School fee for children on the traditional school schedule will be determined by the number of days left in the school year.
- H. Non-resident fees are 20% higher than resident fees for After School Care. (See P&R fee schedule.)
- I. All fees are subject to increase.
- J. Transportation will be provided from Holly Springs locations only.
- K. Registration begins the first business day of May. This date is subject to change at the discretion of the Leisure Program Manager.
- L. The first two weeks of registration is for Holly Springs residents only (resident is defined as living within Town Municipal limits). At the beginning of the third week registration is open to everyone, residents and non-residents.
- M. Multi-child Reduction: The monthly After School fee will be reduced by \$5 per child for multiple siblings registered from the same household sharing the same legal guardian. Proof of guardianship may be required. To be eligible for the discount children must be registered at the same time.
- N. If a participant withdraws from the program, their spot in the program will be given to the next registrant on the waiting list.
- O. The After School programs operates Monday – Friday from 2:30 pm – 6:00 pm.
- P. The After School programs do not operate on Town observed holidays.

3.02 Waiting List

- A. After the registration deadline, registrants will be placed on a waiting list for the program.
- B. A registration form must be completed to be placed on the waiting list.
- C. Registrations are maintained in Class software.
- D. Fees will not be accepted until the registrant is placed into the program.
- E. Openings will be filled according to registrant's placement on the wait list. A waiting list registrant has 48 hours to accept spot after notification from Parks and Recreation staff.
- F. Should a spot become available, all fees including the non-refundable registration fee and monthly fee are due.

3.03 Discipline Policy

The Holly Springs Parks & Recreation Staff are committed to a discipline policy that is neither humiliating nor degrading.

STEP 1: Warning/Reminders

We remind the child of the rule they have broken and tell them what the consequence will be if the behavior continues.

STEP 2: Withdrawal of Privileges

The child will lose time from a fun activity. Example = He/She will lose 10 minutes of free time.

STEP 3: "Pink Slips"

The child's counselor will send a note home which will explain to the parent/guardian the rule that was broken. It must be signed by the child's parent/guardian and turned back in when they return to after school care the next day.

STEP 4: Expulsion from After School Care

If a child continues to break the rules the parent/guardian will be asked to meet with the child's counselors to discuss other ways to help guide their child toward positive behavior. The Program reserves the right to dismiss any child from the Program who is harmful or a threat to the well being of other children or staff.

3.04 Late Payment Penalty

- A. All After School program fees are due on the first day of each month/week.
- B. A \$1 late fee will be added EACH DAY including the day of payment, if paying after the first (1st), unless the 1st falls on a holiday or weekend. If the fee plus late fees are not paid by the fifteenth (15th) of the month, the registrant's status in the After School program will become inactive. Staff will not provide transportation or care for the child until all fees have been paid.
- C. If fees are not paid by the end of the month, the After School program will remove the registrant's name from the program roster and will offer the vacant position to a child on the waiting list.

3.05 Late Pickup Penalty

- A. Penalty for failure to pick up a child by 6:00 p.m.: \$10 late fee per 15 minutes per child past 6:00 p.m. (Example: if a parent arrives between 6:01 and 6:15, there will be a \$10 late fee; if a parent arrives between 6:16 and 6:30 there will be a \$20 late fee).
- B. Fee must be paid by the end of the business week in which the penalty was incurred.

3.06 Refunds

- A. All refund requests must be submitted in writing and addressed to the Leisure Program Manager, Holly Springs Parks & Recreation Department.
- B. The letter should state, in detail, the reason for a refund request.
- C. All refunds are assessed a \$15 administrative fee per participant per activity.
- D. Late fees are non-refundable.

3.07 Weather Policy

- A. For adverse weather conditions, the Parks and Recreation Department will follow the Wake County Public School system's cancellation/delay schedule for After School care. Example: WCPSS cancels classes on a Monday; Parks and Recreation After School care program is cancelled for that day.
- B. If schools close early due to inclement weather, the program does not operate.
- C. Participants may call the Informational/Weather hotline at 557-2939, the facility, or visit the Parks & Recreation Message Board at www.hollyspringsnc.us for updates and cancellations.

- Section 4: Summer Camp Program
 - 4.01 Registration
 - 4.02 Waiting List
 - 4.03 Discipline Policy
 - 4.04 Drop Off & Pick Up Children
 - 4.05 Clothes
 - 4.06 Lunches & Snacks
 - 4.07 Medications
 - 4.08 Sick Children
 - 4.09 Lost Items
 - 4.10 Field Trips
 - 4.11 Staff Ratio and Qualifications
 - 4.12 Late Pickup Penalty
 - 4.13 Refunds
 - 4.14 Scholarships

Section 4: Summer Camp Program

4.01 Registration

- A. Registration for Summer Camp begins the first Saturday in February of each calendar year and continues until full. The registration start date is subject to change at the discretion of the Leisure Programs Manager.
- B. The first two weeks of registration is for Holly Springs residents only (resident is defined as living within Town Municipal limits). At the beginning of the third week registration is open to everyone, residents and non-residents.
- C. Registration and fees are accepted only at the Hunt Community Center, Monday – Friday 8 a.m. to 8 p.m., and Saturday 8 a.m. to 12 p.m.
- D. Camp fees are due at the time of registration. Total amount due for all weeks registered must be paid at the time of registration.
- E. Fees will not be accepted without a completed registration packet.
- F. The camp fees vary from week to week, depending on the events and activities. All fees are subject to increase. (See P&R fee schedule.)
- G. Camp is for children ages 5 to 13 years of age. 5 year olds must have attended kindergarten the previous school year.
- H. A summer camp registration packet must be completed for each participant.
- I. Emergency cards must be completed for each participant.
- J. Each parent must read and sign the Summer Camp Information Manual and Discipline Policy.
- K. Multi-child Reduction: The weekly fee will be reduced by \$5 per child for multiple siblings registered from the same household sharing the same legal guardian. Proof of guardianship may be required. To be eligible for the discount, siblings must be registered at the same time.
- L. The Summer Camp program operates Monday-Friday from 7:00 a.m.-6:00 p.m. Programming hours are from 8:00 am until 5:00 p.m.
- M. Camp is closed July 4th or the official Town holiday date.

4.02 Waiting List

- A. Should a summer camp program week become full, registrants will be placed on a waiting list for the week.
- B. A camp application packet must be completed to be placed on the waiting list.
- C. Registrations are maintained in Class software.
- D. Fees will not be accepted until the registrant is placed into the program.
- E. Openings will be filled according to registrant's placement on the wait list. Waiting list registrant has 48 hours to accept spot after notification from Parks and Recreation staff.
- F. Should a spot become available, all fees are due.

4.03 Discipline Policy

The Holly Springs Parks & Recreation Staff are committed to a discipline policy that is neither humiliating nor degrading.

STEP 1: Warning/Reminders

We remind the child of the rule they have broken and tell them what the consequence will be if the behavior continues.

STEP 2: Withdrawal of Privileges

The child will lose time from a fun activity. Example = He/She will lose 10 minutes of free time.

STEP 3: "Pink Slips"

The child's counselor will send a note home which will explain to the parent/guardian the rule that was broken. It must be signed by the child's parent/guardian and turned back in when they return to camp the next day.

STEP 4: Expulsion from Camp

If a child continues to break the rules the parent/guardian will be asked to meet with the child's counselors to discuss other ways to help guide their child toward positive behavior. The Program reserves the right to dismiss any child from the Program who is harmful or a threat to the well being of other children or staff.

4.04 Drop Off & Pickup of Children

- A. If a person other than the child's parent/guardian will be picking up a child, written notice should be given to the child's counselor the morning of the change in pick-up. The Camp Director may be phoned with notice of the change in pick-up.
- B. People other than parents must show valid ID when picking up.

4.05 Clothes

- A. Children should wear play clothes with sneakers/gym shoes and socks. No sandals or bare feet are allowed.
- B. Summer Camp tee shirts will be given to each student during his/her first day of participation. These tee shirts must be worn on field trip days. Registrations after the first day of camp are not guaranteed a Camp Shirt.

4.06 Lunches & Snacks

- A. Each student is responsible for bringing a nutritious bag lunch including a drink to camp daily. A microwave is not provided.
- B. One snack during the day is provided.
- C. Canned drinks are not available for purchase.
- D. All lunches and snacks must be clearly marked with child's name.
- E. Glass containers are not allowed.

4.07 Medications

- A. If a child needs to take medication while at camp, a medication form should be completed with the assistance of the Program Director. If the medication form is not filled out correctly, medication will not be administered to the child.

4.08 Sick Children

- A. If a child is not feeling well enough to participate in the summer camp program, the child should stay home. Any child who has the following symptoms within a 24-hour period is not permitted to attend the program.
 - Temperature over 100 * Vomiting *Diarrhea
 - Eye irritation * Sore Throat *Rash
- B. If a child becomes sick while at camp the child's parents or guardian will be contacted and asked to pick up their child. If the parent or guardian cannot be reached the emergency contact will be called.

4.09 Lost Items

- A. The Town of Holly Springs Parks and Recreation Department is not responsible for any personal items lost or stolen at our programs.

4.10 Field Trips

- A. Program participants will go on field trips. A blanket permission form on the Registration Application must be signed in order for your child to participate in any field trip.

4.11 Staff Ratios & Qualifications

- A. Staff/student ratio is 1:15 to ensure the safety of the staff and children in the program.

- B. Lead Counselors are at least 20 years of age, high school graduates working toward a BS degree in recreation, early childhood development, or a related field and have passed a criminal background check and drug screening.
- C. Assistant Counselors are between the ages of 16-20, have experience working with children, and have passed a criminal background check and drug screening.
- D. All staff members are certified in CPR and First Aid.

4.12 Late Pickup Penalty

- A. Penalty for failure to pick up a child by 6:00 p.m.: \$10 late fee per 15 minutes per child past 6:00 p.m. (Example: if a parent arrives between 6:01 and 6:15, there will be a \$10 late fee; if a parent arrives between 6:16 and 6:30 there will be a \$20 late fee).
- B. Fee must be paid by the end of the business week in which the penalty was incurred.

4.13 Refunds

- A. All refund requests must be submitted in writing and addressed to the Leisure Program Manager, Holly Springs Parks & Recreation Department.
- B. The letter should state, in detail, the reason for a refund request.
- C. Refunds must be requested by the first day of camp or fee will not be refunded.
- D. All refunds are assessed a \$15 administrative fee per participant per activity/week.

4.14 Scholarships

- A. Scholarships are available for participants requiring assistance with fees. The scholarship form must be completed along with corresponding documentation and submitted to the Recreation Programs Manager.

- Section 5: Track Out Program
 - 5.01 Registration
 - 5.02 Waiting List
 - 5.03 Discipline Policy
 - 5.04 Drop Off & Pick Up Children
 - 5.05 Clothes
 - 5.06 Lunches & Snacks
 - 5.07 Medications
 - 5.08 Sick Children
 - 5.09 Lost Items
 - 5.10 Field Trips
 - 5.11 Staff Ratio and Qualifications
 - 5.12 Late Pickup Penalty
 - 5.13 Refunds

Section 5: Track Out Program

5.01 Registration

- A. A Track out Program registration form must be completed for each participant.
- B. Registration for the Track Out Program begins the first business day of May of each calendar year and continues until full. The registration start date is subject to change at the discretion of the Recreation Programs Manager.
- C. The first two weeks of registration is for Holly Springs residents only (resident is defined as living within Town Municipal limits). At the beginning of the third week registration is open to everyone, residents and non-residents.
- D. Registration and fees are accepted only at the Hunt Community Center, Monday – Friday 8 a.m. to 8 p.m., and Saturday 8 a.m. to 12 p.m.
- E. Track Out fees are due at the time of registration. Total amount due for all weeks registered must be paid at the time of registration.
- F. Fees will not be accepted without a completed registration packet.
- G. Track Out fees vary from week to week, depending on the events and activities. All fees are subject to increase. (See P&R fee schedule.)
- H. Program is for children ages 5 to 13 years of age. 5 year olds must have attended kindergarten the previous school year.
- I. A Track Out registration packet must be completed for each participant.
- J. Emergency cards must be completed for each participant.
- K. Each parent must read and sign the Track Out Program Information Manual and Discipline Policy.
- L. Multi-child Reduction: The weekly fee will be reduced by \$5 per child for multiple siblings registered from the same household sharing the same legal guardian. Proof of guardianship may be required. To be eligible for the discount, siblings must be registered at the same time.
- M. The Track Out Program operates Monday-Friday from 7:00 a.m.-6:00 p.m. Programming hours are from 8:00 am until 5:00 p.m.
- N. The program runs during the traditional school year mid Aug- mid June.

5.02 Waiting List

- A. Should a track out program week become full, registrants will be placed on a waiting list for the week.
- B. A program application packet must be completed to be placed on the waiting list.
- C. Registrations will be maintained in Class software.
- D. Fees will not be accepted until the registrant is placed into the program.
- E. Openings will be filled according to registrant's placement on the wait list. Waiting list registrant has 48 hours to accept spot after notification from Parks and Recreation staff.
- F. Should a spot become available, all fees are due.

5.03 Discipline Policy

The Holly Springs Parks & Recreation Staff are committed to a discipline policy that is neither humiliating nor degrading.

STEP 1: Warning/Reminders

We remind the child of the rule they have broken and tell them what the consequence will be if the behavior continues.

STEP 2: Withdrawal of Privileges

The child will lose time from a fun activity. Example = He/She will lose 10 minutes of free time.

STEP 3: "Pink Slips"

The child's counselor will send a note home which will explain to the parent/guardian the rule that was broken. It must be signed by the child's parent/guardian and turned back in when they return to camp the next day.

STEP 4: Expulsion from Program

If a child continues to break the rules the parent/guardian will be asked to meet with the child's counselors to discuss other ways to help guide their child toward positive behavior. The Program reserves the right to dismiss any child from the Program who is harmful or a threat to the well being of other children or staff.

5.04 Drop Off & Pickup of Children

- A. If a person other than the child's parent/guardian will be picking up a child, written notice should be given to the child's counselor the morning of the change in pick-up. The Camp Director may be phoned with notice of the change in pick-up.
- B. People other than parents must show valid ID when picking up.

5.05 Clothes

- A. Children should wear play clothes with sneakers/gym shoes and socks. No sandals or bare feet are allowed.

5.06 Lunches & Snacks

- A. Each student is responsible for bringing a nutritious bag lunch including a drink to camp daily. A microwave is not provided.
- B. One snack during the day is provided.
- C. Canned drinks are not available for purchase.
- D. All lunches and snacks must be clearly marked with child's name.
- E. Glass containers are not allowed.

5.07 Medications

- A. If a child needs to take medication while at camp, a medication form should be completed with the assistance of the Program Director. If the medication form is not filled out correctly, medication will not be administered to the child.

5.08 Sick Children

- A. If a child is not feeling well enough to participate in the summer camp program, the child should stay home. Any child who has the following symptoms within a 24-hour period is not permitted to attend the program.
 - Temperature over 100 * Vomiting * Diarrhea
 - Eye irritation * Sore Throat * Rash
- B. If a child becomes sick while at camp the child's parents or guardian will be contacted and asked to pick up their child. If the parent or guardian cannot be reached the emergency contact will be called.

5.09 Lost Items

- A. The Town of Holly Springs Parks and Recreation Department is not responsible for any personal items lost or stolen at our programs.

5.10 Field Trips

- A. Program participants will go on field trips. A blanket permission form on the Registration Application must be signed in order for your child to participate in any field trip.

5.11 Staff Ratios & Qualifications

- A. Staff/student ratio is 1:13 to ensure the safety of the staff and children in the program.
- B. Lead Counselors are at least 20 years of age, high school graduates working toward a BS degree in recreation, early childhood development, or a related field and have passed a criminal background check and drug screening.
- C. Assistant Counselors are between the ages of 16-20, have experience working with children, and have passed a criminal background check and drug screening.
- D. All staff members are certified in CPR and First Aid.

5.12 Late Pickup Penalty

- A. Penalty for failure to pick up a child by 6:00 p.m.: \$10 late fee per 15 minutes per child past 6:00 p.m. (Example: if a parent arrives between 6:01 and 6:15, there will be a \$10 late fee; if a parent arrives between 6:16 and 6:30 there will be a \$20 late fee).
- B. Fee must be paid by the end of the business week in which the penalty was incurred.

5.13 Refunds

- A. All refund requests must be submitted in writing and addressed to the Leisure Program Manager, Holly Springs Parks & Recreation Department.
- B. The letter should state, in detail, the reason for a refund request.
- C. All refunds are assessed a \$15 administrative fee per participant per activity.

Section 6.0: Youth Athletics

- 6.01 Registration & Fees
- 6.02 Waiting List
- 6.03 Refunds
- 6.04 Coaches
- 6.05 Drafts/Team Placement
- 6.06 Age Deadline/Playing Up
- 6.07 Competitive Sports Programs
- 6.08 All Star Teams
- 6.09 Conduct
- 6.10 Awards/Recognition
- 6.11 Tournament Admissions
- 6.12 Weather Policy

6.01 Registration

- A. Every participant must complete a Town of Holly Springs Parks & Recreation Department registration form.
- B. Each registration form contains a waiver of liability that must be signed by a parent or guardian.
- C. The first two weeks of each registration period will be for Holly Springs residents only (resident is defined as living within the Town Municipal limits) with the exception of the Football & Cheerleading Programs. At the beginning of the third week, registration will open to everyone (residents and non-residents).
- D. New participants must provide a copy of their birth certificate at the time of registration for the Parks & Recreation Department to keep on file. Registrants will not be allowed to participate in an activity until a birth certificate is submitted.
- E. Fees must be paid at time of registration. Registration will not be accepted without payment of fee.
- F. Fees are subject to change without notice.
- G. Non-residents fees are 20% higher than resident fees. (See P&R fee schedule.)
- H. Multi-Child Reduction: Fee will be reduced by \$5.00 per child after the first child for multiple siblings registered from the same household sharing the same legal guardian. Proof of guardianship may be required. The family must register two or more children in the same activity at the same time to be eligible for the discount. (Example: 1st child = \$50, 2nd child = \$45, 3rd child = \$45 for a total of \$140 versus \$150.) If the family has two children and one registers for football and one registers for cheerleading, they **are not eligible** to receive a discount. However, if the family has two children both participating in Spring Soccer, they **are eligible** to receive a discount.
- I. Participants under the age of 18 must have approval and signature of a parent or guardian.
- J. Registrations and fees are accepted at the Hunt Community Center, Monday – Friday, from 8 a.m. to 8 p.m. and Saturday from 8 a.m. to 12 p.m.
- K. Registrations accepted after the registration deadline will be required to pay a \$10 late fee per participant for residents, and a \$12 late fee per participant for non-residents, in addition to the registration fee. Late fees are subject to increase and are non-refundable.
- L. Late fees cannot be waived unless the registrant is a new resident. To be considered a new resident, a participant cannot have resided in the Town of Holly Springs more than 30 days and must show proof of residency.
- M. Scholarships are available for participants requiring assistance with fees. The scholarship form must be completed along with corresponding documentation and submitted to the Athletic Programs Manager.
- N. Participants may register by mail. The envelope must be received on or before the registration deadline to be processed and should contain a completed registration form, payment, and a copy of birth certificate if not on file. Incomplete registrations will be returned and a late fee assessed if received after the registration deadline.
- O. All participants that register before the registration deadline will be placed on a team unless limitations are noted (example: football).
- P. Individual fees are set to offset the cost of officials, uniforms, equipment, facilities, utilities, staff, insurance, etc.

6.02 Waiting List

- A. After the registration deadline, registrants will be placed on a waiting list for the program.
- B. Registrants may be placed on the waiting list via in person or by phone.
- C. Registration waiting lists are maintained in Class software.
- D. Openings will be filled according to registrant's placement on the waiting list.
- E. Fees will not be accepted until the registrant is placed into the program.
- F. residency.

6.03 Refunds

- A. All refund requests must be submitted in writing and addressed to the Athletic Programs Manager, Holly Springs Parks & Recreation Department.
- B. Request letter should state reason for refund.
- C. Refunds requested after the official start date of the particular program in which the participant is enrolled will not be refunded. Official start date is defined as player placement on team.
- D. All refunds are assessed a \$15 service charge per participant per activity.
- E. Late fees are non-refundable.
- F. Requests for medical related refunds will be evaluated on a case by case basis.
- G. If the Parks & Recreation Department cancels a program, the total amount will be refunded.

6.04 Coaches

- A. All coaches whether head coach or assistant must complete a coaching application that is subject to a criminal background check. All coaches must meet the approval of the Parks & Recreation Department.
- B. All coaches must sign a Coach's Code of Conduct Agreement.
- C. Each team is allowed one (1) head coach designated prior to assessments and drafts.
- D. Each head coach is allowed to select assistant coach after formation of the team.
- E. The number of assistant coaches shall be: Football (4); Baseball (2); Basketball (1); Soccer (1) per team.
- F. Head Coaches and Assistant Coaches from a previous season who elect not to coach the team they previously coached and have children that are returning to that same team will be allowed only one (1) Head Coach.
- G. Children of coaches will automatically be placed on their parent/guardian's team provided they meet the age requirements.
- H. Head football and cheerleading coaches will have one space reserved for their child on their team, as we limit number of participants due to playing with outside associations.

6.05 Drafts/Team Placement

- A. For leagues ages 9+ Each player, including children of a coach, shall attend a skills assessment for the sport in which they are participating.
- B. Brothers and sisters in the same age group shall be selected as one player to avoid separation. The first brother or sister may be selected with any choice. The remaining brother or sister will be selected as the last choice, but no later than the seventh choice.
- C. A candidate that has a brother or sister on a team in the league will be placed on that team to avoid separation. The candidate must be selected as the last choice, but no later than the seventh choice.
- D. Parks and Recreation staff will develop the player selection to accommodate the needs of all teams.
- E. The assessment evaluates each player's level of skill and ability to insure an equal distribution of talent.
- F. Regardless of their skills or abilities, all participants are placed on a team.
- G. A player unable to attend skills assessments will be randomly assigned to a team.
- H. Requests for placement on a certain team, a particular coach, or for transportation reasons are not allowed; everyone must participate in the skills assessment and draft procedure.
- I. Once drafted to a specific team, the player remains on that team unless there are extenuating circumstances. In the event of extenuating circumstances, a written letter of request must be submitted to the Athletic Programs Manager stating the reason for a request of transfer. This letter of request will be reviewed and a decision made.
- J. Requests may be made for a child's non-placement on a certain team. Requests must be in writing and will be evaluated on a case by case basis.
- K. Practices and games are scheduled based on the number of participants and teams. Request for specific practice and/or game days are not allowed.
- L. Age divisions with less than three teams may be required to travel to nearby communities for games.

6.06 Age Deadline/Playing Up

- A. Children must meet the minimum age requirements for each individual activity before they will be allowed to

- participate.
- B. All children must participate in their appropriate age division.
 - C. Children 9 years of age and up can request in writing at the time of registration to play up in age division by completing a Playing Up request form. The child must be at the requested age division's skills assessment. If the child is not selected (drafted) then he/she will go back to their appropriate age division and skills assessment. Children 8 and under are not permitted to play up an age division.
 - D. Children with mental/physical disabilities are encouraged to participate. Requests may be made in writing for age appropriate placement to the Athletic Programs Manager and will be evaluated on a case by case basis.

6.07 Competitive Sports Programs

- A. When applicable, players will be split into a competitive and recreational division to give those of like talents similar competition.

6.08 All-star Teams

- A. All-star teams will be provided for those youth activities that include post season all-star competition.
- B. A committee designated by Parks and Recreation staff will attend assessments and select the all-star team.
- C. Parents/Guardians are responsible for their child for participation in all-star competition which may include but is not limited to meals, travel, boarding, etc.
- D. All-star team uniforms (not to include pants) and equipment will be provided by the Parks and Recreation department.
- E. Each All-Star participant will be required to pay an additional \$20 fee to cover the cost of such uniforms and therefore, will be able to keep the uniforms post completion of the all-star season.
- F. Coaches will be selected by the Athletic Programs Manager based on knowledge of the game, sportsmanship, and won/loss records.
- G. Town owned vans may be used to transport teams to games based on their availability and the availability of town employee drivers.

6.09 Conduct

- A. The Town of Holly Springs Parks & Recreation Department has a zero tolerance policy for unsportsmanlike conduct or behavior by an individual (players, participants, coaches, officials, parents, or spectators) at any town function or event and same will be subject to partial or permanent suspension.
- B. Unsportsmanlike conduct is defined as but not limited to the following: harassment of officials or participants, use of profane language or gestures, and public threat or physical violence.
- C. The length of the suspension will be determined by the director of the Parks & Recreation Department and the supervisor of the activity or program.
- D. Any player, coach, parent, or spectator that enters the field of play for an activity and confronts and/or makes contact (i.e. cursing, shoving, pushing, etc.) is suspended from the town parks for any practice, game, or activity for one calendar year from the date of the incident.

6.10 Awards/Recognition

- A. The Parks & Recreation Department provides individual trophies for participants of teams that finish first and second place in post season tournaments.
- B. Participation medals are an optional choice.
- C. Teams that play in a countywide league or a sanctioned affiliation and win the regular season and/or finish first or second in the district, state, or higher play will receive recognition by the Parks and Recreation Department through Town Board Meetings and the local media.

6.11 Tournaments Admissions

- A. Tournaments sponsored by the Parks and Recreation Department will charge an admission fee. Fees will be set by the affiliated association or by the Parks and Recreation Department.
- B. All fees collected will be deposited in the Parks and Recreation revenue account.

6.12 Weather Policy

- A. Participants may call the Informational/Weather Hotline at 557-2939 or visit the Parks & Recreation Message Board at www.hollyspringsnc.us for the latest updates and cancellations.
- B. For adverse weather conditions, the Parks and Recreation Department will follow the Wake County Public School System's cancellation schedule for all practices and games scheduled Monday – Friday at Town Facilities.
- C. For weekend cancellations, a decision will be made by 8:00 a.m. on Saturdays.
- D. For inclement weather conditions, a decision will be made by 4:00 p.m. Monday through Friday for all scheduled outdoor games and by 8:00 a.m. on Saturdays.
- E. Practice cancellations are at the discretion of the team coach. However, if field conditions warrant, the Parks and Recreation Department will cancel practices and coaches will be notified.
- F. Games rescheduled for Saturdays due to adverse/inclement weather will not be changed to accommodate year round make up days that fall on Saturday.

Section 7: Adult Athletics

- 7.01 Registration
- 7.02 Waiting List
- 7.03 Ejections
- 7.04 Participants Code of Conduct
- 7.05 Awards
- 7.06 Refunds
- 7.07 Fees
- 7.08 Weather Policy

7.01 Registration

- A. Every team must complete a Town of Holly Springs Parks & Recreation Department registration form.
- B. Each team must complete a roster signed by each team member acknowledging a waiver of liability.
- C. Every participant must complete a Town of Holly Springs Parks & Recreation Department registration form.
- D. Each registration form contains a waiver of liability that must be signed by the participant.
- E. Fees must be paid at time of registration. Registration will not be accepted without payment of fee.
- F. Fees are subject to change without notice.
- G. Non-residents fees are 20% higher than resident fees. (See P&R fee schedule.)
- H. Participants must meet the age requirements as set forth by the rules and regulations of the activity in which they are participating.
- I. Registrations and fees are accepted only at the Hunt Community Center, Monday – Friday, 8 a.m. to 8 p.m. and Saturday, 8 a.m. to 12 p.m.
- J. Participants may register by mail. The envelope must be postmarked on or before the registration deadline to be processed and should contain a completed registration form, team roster, and payment. Incomplete registrations will be returned and a late fee assessed if received after the registration deadline.
- K. Participants that register before the registration deadline will be included in the activity.
- L. Adult fees are set to cover 100% of the cost of the activity including officials, uniforms, equipment, facilities, utilities, staff, etc. (See P&R fee schedule.)
- M. A late fee of \$25 per team will be assessed if a team registers after the registration deadline.
- N. A decision will be made within seven days of the registration deadline if there are a sufficient number of teams registered for league play.
- O. Team registrations and/or individual participant registrations will not be accepted after the official start date of the activity.
- P. Activities which require Individual registrations that are accepted after the registration deadline will be required to pay a \$10 late fee per participant for residents, and a \$12 late fee per participant for non-residents, in addition to the registration fee. Late fees are subject to increase.
- Q. Late fees cannot be waived unless the registrant is a new resident. To be considered a new resident, a participant cannot have resided in the Town of Holly Springs more than 30 days and must show proof of residency.

7.02 Waiting List

- A. After the registration deadline, registrants will be placed on a waiting list for the program.
- B. Individuals may be placed on the waiting list via in person or by phone.
- C. Activities which require Individual registrations that are accepted after the registration deadline will be required to pay a \$10 late fee per participant for residents, and a \$12 late fee per participant for non-residents, in addition to the registration fee. Late fees are subject to increase.
- D. Late fees cannot be waived unless the registrant is a new resident. To be considered a new resident, a participant cannot have resided in the Town of Holly Springs more than 30 days and must show proof of residency.
- E. A late fee of \$25 per team will be assessed if a team registers after the registration deadline.
- F. A registration form with roster must be completed for a team to be placed on the waiting list.
- G. Openings will be filled according to registrant's placement on the waiting list.
- H. Fees will not be accepted until the registrant is placed into the program.

7.03 Ejections

- A. Any coach, player, or fan that is ejected from a game will be removed from the facility and suspended for the next two scheduled games. If the same person is ejected a second time, that person will be removed from the facility and suspended for one calendar year.

7.04 Participants Code of Conduct

- A. Each team will receive a roster form that includes a participant's code of conduct agreement. Each team member will be required to sign the agreement acknowledging they have read and understand the contents.
- B. The team roster with completed conduct agreement is to be returned at the time of registration.

7.05 Awards

- A. The Parks & Recreation Department will provide a teams placing first and second for the post season tournaments.

7.06 Refunds

- A. All refund requests must be in writing and addressed to the Athletic Programs Manager, Holly Springs Parks & Recreation Department.
- B. The letter should state, in detail, the reason for a refund request.
- C. Refunds requested after the official start date of the program will not be refunded.
- D. All refunds are subject to a \$15 service charge per participant per activity.
- E. Late fees are non-refundable.
- F. If the Parks & Recreation Department cancels a program, the total amount will be refunded.

7.07 Fees

- A. Adult fees are set to cover 100% of the cost of the activity including officials, uniforms, equipment, facilities, utilities, staff, etc. (See P&R fee schedule.)
- B. Fees are subject to change without notice.
- C. Non-residents fees are 20% higher than resident fees. (See P&R fee schedule.)
- D. Fees must be paid at time of registration.
- E. Each team sport has a team fee plus an individual fee for each non-resident member on the team. (See P&R fee schedule.)
- F. Some activities require an individual participant fee only. (See P&R fee schedule.)
- G. Activities which require Individual registrations that are accepted after the registration deadline will be required to pay a \$10 late fee per participant for residents, and a \$12 late fee per participant for non-residents, in addition to the registration fee. Late fees are subject to increase.
- H. A late fee of \$25 per team will be assessed if a team registers after the registration deadline.

7.08 Weather Policy

- A. Participants may call the Informational/Weather Hotline at 557-2939 or visit the Parks & Recreation Message Board at www.hollyspringsnc.us for the latest updates and cancellations.
- B. For adverse weather conditions, the Parks and Recreation Department will follow the Wake County Public School System's cancellation schedule for all practices and games scheduled Monday – Friday at Town Facilities.
- C. For weekend cancellations, a decision will be made by 8:00 a.m. on Saturdays.
- D. For inclement weather conditions, a decision will be made by 4:00 p.m. Monday through Friday for all scheduled outdoor games and by 8:00 a.m. on Saturdays.
- E. Practice cancellations are at the discretion of the team coach. However, if field conditions warrant, the Parks and Recreation Department will cancel practices and coaches will be notified.

Section 8: Fitness Room

8.01 Rules of Use

8.02 Fees

8.03 Refunds

8.01 Rules of Use

- A. The fitness room hours of operation are Monday – Thursday 5:30 am – 9:00 pm, Friday 5:30 am – 8:00 pm and Saturday 8:00 am – 12:00 pm.
- B. The fitness room is closed on Sundays and all Town observed holidays.
- C. The fitness room facilities are for adults and teens ages 15 and up.
- D. Anyone allowing minors/children into the Fitness Room except as noted above will be asked to surrender their pass. Teens, ages 15 – 17, must be accompanied by a parent at all times. Parent of the teen must have a current fitness room membership.
- E. Monthly and year passes are available for purchase.
- F. A 12 month pass will expire exactly one year after the date of purchase. (Example: A pass purchased on May 12, 2004 will expire on May 12, 2005)
- G. The monthly pass will be valid for one month beginning on the date issued. Pass is good for thirty days.
- H. Each member will receive an ID card that can be used to access the fitness room. Cards that are lost or stolen may be replaced for an additional fee.
- I. Pass clips must be worn at all times to display your active membership when visiting the fitness room.
- J. No food, chewing gum, or drinks, with the exception of bottled water, are allowed in fitness room.
- K. Use of equipment and weights are at member's own risk.
- L. The Town of Holly Springs is not responsible for accidents or injury due to the use or misuse of the equipment or weights.
- M. In an effort to ensure that everyone has equal opportunity with all equipment, each member must adhere to the cardio equipment sign-in policy. Cardio machines may be used for a maximum of 30 minutes per machine.
- N. All equipment must be cleaned after each use with disinfectant spray provided in the fitness room.
- O. Cell phone use within the fitness room should be limited to emergency phone calls only.
- P. Children are not allowed in the fitness room.
- Q. Appropriate attire is required. No hard sole shoes are permitted on the fitness equipment. No flip flops or sandals.
- R. Failure to abide by the rules and regulations of the fitness room may result in temporary or permanent forfeiture of membership.
- S. Upon completion of their workout, fitness members should rerack their weights and leave the room in an orderly fashion, how they found it.

8.02 Fitness Room Fees

- A. Fees are based on monthly or yearly membership plans. (See P&R fee schedule.)
- B. There is an additional charge for replacement of lost or stolen cards. (See P&R fee schedule.)

8.03 Refunds

- A. Fitness room fees are non-refundable.

Section 9: All Facilities – General Information

- 9.01 Reservations
- 9.02 Deposit
- 9.03 Clean Up & Security
- 9.04 Signs
- 9.05 Lost & Found
- 9.06 Helium/Compress Gas Tanks
- 9.07 Alcohol/Drugs Policy
- 9.08 Smoking
- 9.09 Weapons
- 9.10 Refund Policy
- 9.11 Damages
- 9.12 Injuries
- 9.13 Parking

9.01 Reservations

- A. Reservations are made on a first come first serve basis.
- B. Fees are due at the time of reservation.
- C. Reservation forms must be completed and fees paid prior to posting a reservation.
- D. Reservation fees are non-refundable.
- E. There is a price differentiation between Holly Springs non-profit groups and all others. Non-profit groups may include but are not limited to churches, civic groups, and government agencies. Non-profit groups will be required to provide proof of 501-3c status.
- F. The Holly Springs Chamber of Commerce and the Wake County Board of Elections are exempt from facility fees.
- G. Reservation fees are 20% higher for non-residents.
- H. All applicants must be 18 years of age and present during the facility usage.
- I. After reservations have been finalized, dates and times may not be changed. Additional reservation confirmation forms must be signed when adding dates and/or times.
- J. Facilities may not be reserved more than two (2) months at a time.
- K. Holly Springs Parks and Recreation programs and activities take precedence over all other events. Therefore, the department reserves the right to reschedule or refund a reservation/activity that creates a conflict with department programs.

9.02 Deposit

- A. Renters must furnish a deposit dependent on the type of facility reserved.
- B. All deposits will be processed for refunds within the month following the rental date and returned **only** if all requirements for rental have been met.
- C. A deposit is not required for gym/field/room rentals affiliated with the Parks and Recreation Department.

9.03 Clean Up & Security

- A. Renters must clean each area after use.
- B. Trash/cardboard must be bagged/broken down and taken to the designated trash and cardboard containers/receptacles. (See maintenance staff for location of containers).
- C. All posters, signs, decorations, etc. must be removed and disposed of properly.
- D. All food waste must be cleaned up, bagged, and disposed of properly.
- E. All inside doors must be closed, all lights turned off, and all outside doors closed and locked.
- F. Equipment and personal belongings should be removed prior to departure from the area.

9.04 Signs

- A. Signs, banners, posters, and announcements may be displayed the day of the event **only**, and must be removed the same day. Any signs, banners, posters, etc. displayed early or not removed after the event will be confiscated.
- B. No decorations, signs, etc. may be affixed to doors, glass, walls, or columns with tape, nails, tacks, etc. All decorations must be removed prior to the rental ending.

9.05 Lost & Found Items

- A. Lost and found items will be held in the Lost and Found Bin at the respective facility no more than 30 days.

9.06 Helium/Compress Gas Tanks

- A. Helium/compressed gas tanks are not allowed inside any Parks and Recreation facility. Helium tanks may be used, but must be kept outside.

9.07 Alcohol/ Drug Policy

- A. Illegal drugs are not permitted in any Parks and Recreation facility or on any Town of Holly Springs property.
- B. Alcohol is not permitted in any Parks and Recreation facility or on any Town of Holly Springs property with the exception of Bass Lake Retreat Center and the Holly Springs Cultural Center. (See Section 11 & 15 for rules and regulations.)
- C. Any person(s) caught in possession or under the influence of illegal drugs or alcohol will be removed from the premises and banned from the use of these facilities. Criminal charges may also be filed.

9.08 Smoking

- A. All Parks & Recreation buildings are smoke free environments. Cigarette waste should be placed in the appropriate receptacles located outside of the facilities.

9.09 Weapons

- A. Weapons, any object used to threaten or inflict bodily harm on another person, are not permitted in Parks and Recreation facility or on Town of Holly Springs property.
- B. Any person(s) caught in possession of a weapon will be removed from the premises and banned from the use of these facilities. Criminal charges may also be filed.

9.10 Refund Policy

- A. Refund dependent upon type of facility reserved. See rules and regulations regarding each facility.

9.11 Damages

- A. Any damage to property should be reported to the Holly Springs Parks & Recreation Department at 557-3930 and Holly Springs Public Safety at 552-7110.

9.12 Injuries

- A. All personal injuries should be reported by calling 911. The Parks & Recreation Department should be notified on the following business day for after hour incidents.

9.13 Facility Parking

- A. Reserved handicap parking is available at all facilities.
- B. Off street parking is available in designated areas. On street parking may be restricted for emergency access.
- C. Vehicles are only allowed in designated parking areas.

Section 10: Athletic Fields

10.01 Reservations

10.02 Tournament Rentals

10.03 Deposits – Cancellations Policy

10.01 Reservations

- A. The athletic fields are available for rent Monday through Sunday 8 a.m. to 10 p.m.
- B. Reservations must be made in person at the Hunt Community Center between the hours of 8 a.m. and 4 p.m. Monday through Friday. Reservations cannot be made via phone, fax, email, etc.
- C. Athletic fields are not available for public rental during recreational seasons, (i.e. Youth Baseball) with the exception of school organizations which have an established agreement with the Parks & Recreation Department.
- D. Rental fees are based on an hourly rate. (See P&R fee schedule.)
- E. A 30 minute time break will be allotted between rentals. Ample time should be allowed for set up and clean up in order for the fields to be vacated at the designated time as stated in the rental agreement.
- F. Pets must be kept on a leash at all times and are not allowed inside any fenced areas. Pet owners are responsible for properly disposing of all pet waste.
- G. No bikes, skates, skate boards, scooters, non-motorized vehicles, etc. are permitted on the athletic fields or on the concrete area between the fields (Womble Park).
- H. Motorized vehicles are permitted in the posted areas **only**.
- I. The athletic fields must be reserved for a minimum of one (1) hour.
- J. Rental times of three (3) hours or more may require a deposit and approval from a Parks and Recreation staff member.
- K. Lights are available at an additional fee and are added to the hourly field rental rate. (See P&R Fee schedule.)
- L. Field preparation is available at an additional charge per prep. Field preparation involves dragging and lining the field and laying out the bases. (See P&R fee schedule.)
- M. All reservations for specific times, dates, lights, etc. are made final after the fees have been paid. If the field(s) is not used when reserved due to inclement weather, arrangements can be made to move the reservation to another date and time pending field availability. The reservation office must be notified the next business day following the cancelled use.
- N. Fields may not be reserved more than two (2) months in advance.
- O. The athletic fields are closed between November and February to allow for turf recovery and renovation. Rentals may be made at the discretion of the Parks and Recreation Director.
- P. Scoreboard/Clock is available for rent at a flat fee plus an hourly fee for operator. (See P&R fee schedule.)
- Q. Scoreboard/Clock may be operated by a Parks and Recreation staff person **only**. Applicants requiring the use of the Scoreboard/Clock and Operator must reserve them a minimum of three (3) weeks prior to reserved date to allow scheduling of staff.
- R. Should additional amenities be required, the center administrator should be contacted and the appropriate fees paid prior to the rental date.
- S. Failure to adhere to the rental agreement may result in termination of future rentals.
- T. Parks & Recreation programs and activities take precedence over all other use.

10.02 Tournaments

- A. To rent athletic fields for tournaments, the tournament application must be completed.
- B. For a list of tournament field rental fees see tournament application or P&R fee schedule.
- C. The Town of Holly Springs athletic programs will have priority for usage on all fields.
- D. The applicant must have or purchase a certificate of insurance for two (2) million dollars. The user must provide the Town of Holly Springs with a copy of the Certificate of Insurance at least 48 hours prior to the start of the event.
- E. Field lights are included in the rental agreement (Softball/Baseball fields only if applicable).
- F. The softball/baseball fields may be rented from 8 a.m. to 10 p.m. Monday through Sunday. No games may start prior to 8 a.m. or after 8 p.m.
- G. Soccer Fields may be rented from 8 a.m. to Dark Monday through Sunday. No games may start prior to 8 a.m. or after dark.
- H. All payments must be made in full a minimum of 48 hours in advance of the event.
- I. The rental agreement includes one field preparation per day. An extra fee will be added if additional field

- preparations are needed.
- J. In case of inclement weather, the Town of Holly Springs has the authority to cancel the use of the fields. Cancellations due to inclement weather may be rescheduled on a case by case basis.
 - K. The applicant/organization is responsible for the general facility cleanup. Trash, garbage, litter, etc. must be placed in the proper trash containers provided by the Town of Holly Springs. If the facility is not left in adequate condition after an event, a fee of \$100 per field will be deducted from the damage deposit. Any property damage or equipment damage that exceeds the amount of the deposit will be billed to the applicant/organization.
 - L. The applicant/organization is responsible for the set up and take down of all personal items or supplies. Vehicles are **only** allowed inside the facility for loading and unloading purposes. Set up is permitted one (1) hour prior to rental time.
 - M. The scorer's tower and scoreboard are off limits with the exception of the restrooms and concessions unless the applicant/organization has requested and paid for Item A on the rental application.
 - N. The organization renting the facility will be responsible for following all policies and procedures for the use of the Town of Holly Springs Athletic Facilities.
 - O. Alcoholic beverages are prohibited.
 - P. The renting organization will be allowed to set a gate fee, staff the gate and keep all gate fees. The Town of Holly Springs will receive from the renting organization a fee based on the number of teams participating in their tournament.
 $\$45/\text{team}$ (Example: 47 teams x \$45 = \$2115)
 - Q. The team fee must be paid within 5 working days after the completion of the tournament.
 - R. With the appropriate pass, the applicant's/organization's coaches and staff will be allowed free admittance. Holly Springs Parks and Recreation Staff, umpires, and uniformed players will be admitted at no charge.
 - S. The party entering into a Tournament agreement with the Town of Holly Springs is held responsible for any and all damages or misuse of facilities.
 - T. The applicant/organization responsible for the tournament shall assume all risks and hazards incidental to the use of the athletic field(s) and will further release, absolve, indemnify, and hold harmless the Town of Holly Springs, its agents, employees, etc. In the case of injuries, all claims against the Town of Holly Springs, its agents, and employees shall be waived.
 - U. Co-Sponsorships are available for tournaments at the discretion of the Parks and Recreation Director.

10.02 Deposits – Cancellations

- A. The Town of Holly Springs reserves the right to cancel reservations under circumstances deemed in the best interest of the Town and all involved. If this occurs, a full refund will be granted to the renter.
- B. A refund of ninety (90) percent will be granted if the renter cancels the reservation sixty (60) days or more in advance.
- C. A refund of fifty (50) percent will be granted if the renter cancels the reservation within fourteen (14) and fifty nine (59) days in advance.
- D. No refund will be granted for cancellations made within less than fourteen (14) days of the rental date.
- E. Cancelled rentals may be rescheduled, without penalty, as long as the cancellation is made at least fourteen (14) days prior to the rental date. Rescheduling is subject to availability. Rescheduled dates must be confirmed no later than thirty (30) days after the initial rental date.
- F. Deposits are returned within the following month of the rental date provided the conference room is left in "as rented" condition with floors swept and tables and chairs clean. Users are not required to break down tables and chairs.
- G. All reservations for specific times, dates, lights, etc. are final after the fees have been paid. If the field(s) is not used when reserved due to inclement weather, arrangements can be made to move the reservation to another date and time pending field availability. The reservation office must be notified the next business day following the cancelled use.

Section 11: Bass Lake Retreat Center

- 11.01 General Park Information
- 11.02 Boat Rentals
- 11.03 Facility Reservations
- 11.04 Rental Packages
- 11.05 Alcohol Policy
- 11.06 Deposits – Cancellations Policy

Section 11.01 General Park Information

- A. Bass Lake Park is open year round from sunrise to sunset, with the exception of scheduled after dark activities.
- B. The park office will be closed in observance of Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day.
- C. Should weather conditions be unfavorable for safe outdoor activities, the Parks and Recreation Director has the discretion to close the facility and cancel activities.
- D. Fishing is permitted in designated areas **only** with the appropriate state license. Those fishing without a license are subject to criminal prosecution.
- E. The following activities are strictly prohibited: Swimming, campfires, consumption or possession of alcohol or drugs, and possession of weapons of any kind.
- F. Smoking is permitted on asphalt surfaces **only**.
- G. Pets must be restrained and on a leash at all times. Any animal waste left behind must be cleaned up by the owner.
- H. No personal watercraft may be launched at any time.
- I. Walking trails are open from dawn until dusk year round for walk-in visitors. Visitors using or accessing the facilities or park before hours, after hours, or while the park is closed are trespassing and subject to criminal prosecution.
- J. The Holly Springs Parks and Recreation staff encourages practice of the "Leave No Trace" principles:
 - 1. Plan ahead and prepare
 - 2. Travel on durable surfaces
 - 3. Dispose of waste properly
 - 4. Leave what you find
 - 5. Respect wildlife
 - 6. Be considerate of other visitors

11.02 Boat Rentals

- A. Canoes and jon boats with or without motors are available for rent (see P&R fee schedule).
- B. A photo ID is required for all rentals (Driver's License or School ID) and will be held as a "security deposit".
- C. One must be at least 16 years of age in order to rent a boat.
- D. At least one person in each boat must be at least sixteen (16) years of age or, in the case of a multi-boat rental, must remain on the water with the group of boats at all times.
- E. All individuals on the water must wear a life jacket at all times.
- F. Boat/Canoe rentals will not be rented one (1) hour prior to closing.

11.03 Facility Reservations

- A. Before booking an event, it is recommended that the facility be visited, requirements discussed with staff, and dates checked for availability.
- B. Rental fees are based on hourly rates with the exception of the Weekday Business Package and the Weekend Wedding Package. (See P&R fee schedule.)
- C. Holly Springs based Non-profit groups are eligible for a twenty-five percent (25%) discount on the regularly hourly rental rate for rooms at the Bass Lake Retreat Center. The discount is allowed on room reservations only during the hours of 8:00 am - 2:00 pm, Monday through Friday, not to include weekends or holidays. Holly Spring based Non-profit groups may include but are not limited to churches, civic groups, PTA's, and government agencies. To be considered a Non-profit group the organization must meet one of the following criteria: 1) IRS 501^c(3) status; or 2) Any entity organized and operated exclusively for charitable, philosophical, scientific testing for public safety, literary or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals, provided that no part of the entity's net earnings goes to the benefit of any private shareholder or individual and the organization does not substantially participate in political or lobby activity, and so long as the organization

- has not had a previous 501©(3) status revoked. Note: If the organization does not have a 501©(3) status and wishes to be considered a "charitable organization" according to the definition above they should present one of the following: Articles of Incorporation, By laws, Mission Statement/Documents Example: PTA's, Masonic Lodge, Kiwanis Club, local churches, etc. are considered "charitable organizations", Homeowners Associations are not.
- D. All deposits and fees must be paid in full at the time of reservation of the conference room. Reservations are not held without payment. A deposit will not hold reservation.
 - E. All rentals must be made in person. Reservations are not accepted by fax, phone, email, or mail.
 - F. Reservations may be made up to one calendar year in advance.
 - G. There is a minimum of a three (3) hour rental.
 - H. Deposits are returned within the month following the rental date provided the conference room is left in "as rented" condition with floors swept and tables and chairs clean. Users are not required to break down tables and chairs.
 - I. The conference center may not be rented more than one (1) month at a time.
 - J. **All** rentals are on a first come, first serve basis.
 - K. Rentals must be made a minimum of two (2) weeks in advance.
 - L. The maximum occupancy of the conference room is eighty (80) people. The deck may be rented in conjunction with the conference room for a "mingle style" event allowing a capacity of up to one hundred and fifty (150) people. If number of occupants is larger than eighty (80), the deck must also be rented.
 - M. In the event the deck is rented, it is still available to the public and will not be separated off. The deck may not be rented without also renting the conference room.
 - N. Facility tables and chairs for indoor use only. Additional tables & chairs may be brought from an outside source to bring seating capacity up to 150 utilizing the deck.
 - O. Extension cords are not allowed across the deck. If outside power is required, it must be used at the outlet.
 - P. Amplified music is not allowed on the deck after dark or any part of the facility after 10:00 p.m.
 - Q. Tables and chairs are available to rent for a flat fee (see P&R Fee schedule).
 - R. Seventy two (72) inch round tables and seventy two (72) inch by thirty (30) inch rectangle tables are available for use. Round tables can accommodate eight (8) to ten (10) chairs and rectangle tables can accommodate six (6) to eight (8) chairs. Serpentine tables are also available for serving.
 - S. Dark blue cushioned back and seat chairs are available for use. In the event more than eighty (80) chairs are needed, they will need to be rented from an alternate source.
 - T. All set up of tables and chairs are done by staff. Tables and chairs may be arranged as desired within the conference room.
 - U. Access to the conference room and kitchen are not available prior to the start of rental. Rental time must allow ample time for set up and clean up. Tables and chairs will be set up prior to rental time by staff. Any services contracted are not allowed in the facilities before the start time of the rental and must remove items before the rental ends. Caterers may not leave food or serving accessories in the conference room or kitchen overnight. There is no storage for these items.
 - V. No decorations, signs, etc. may be affixed to doors, glass, walls, or columns with tape, nails, tacks, etc. All decorations must be removed prior to the rental ending.
 - W. In the event the deck is rented in addition to the conference room, no form of cooking, steno, warmers, or candles are allowed on the deck. Table decorations with candles are permitted inside the conference room.
 - X. The conference room and deck area are smoke free environments. Smoking is prohibited in areas other than the paved parking lot and paved sidewalks.
 - Y. Canopies or tents are not allowed on the deck.
 - Z. The kitchen is available for catering use. It is not a preparation and cooking kitchen. Minimum refrigeration is available as well as a small ice machine.
 - AA. Table linens, decorations, serving implements, dishes, glassware, serving pieces, coolers, silverware, etc. are not provided. Renter must provide their own supplies and accessories or contract with a service provider. Any table linens or decorations must be removed at the end of rental.
 - BB. In the event that the conference room is rented for a meeting, a coffee maker, coffee urns, and mugs are available for use. Coffee, coffee filters, creamer, and sugar are not provided. All coffee mugs must be placed in the dishwasher after use and run through the cycle. Dishwashing detergent is provided.
 - CC. The conference room may be rented after hours for an additional fee. (After hours is defined as after the park closes at sunset.) All facilities must be cleaned and vacated prior to 12:00 a.m.
 - DD. Pig cookers are allowed in the parking lot provided they have drip pans underneath them. Barbeque grills are

- not allowed in the park.
- EE. Tables, chairs, easel, and audio video equipment are available for an additional fee with conference room rental (see P&R fee schedule).
 - FF. Tables, chairs, equipment, etc. is not available for loan or rent off site.

11.04 Rental Packages

A. Rehearsal/Wedding Weekend Package

1. Clients pay flat fee, room deposit, deposit for alcohol if served, and an after hours fee* if applicable. **After Hours Fee applies for all time beyond park seasonal operating hours.* See P&R Fee schedule.
2. Rental time starts at 12:00 pm on Friday and ends at 12:00 pm on Sunday.
3. The flat fee includes the use of the conference room, deck, kitchen, and audiovisual equipment. Also included is the set up and take down of the conference room using the center's tables and chairs for the rehearsal dinner and reception.
4. The center's tables and chairs are not available for use on the deck.
5. Clients may provide table and chairs for use on the deck obtained from an outside source, but are responsible for the setup and take down of same.
6. Staff is not responsible for set up or take down of equipment brought in from an outside source.

B. Weekday Business Meeting Package

1. Client pays a flat fee per day for use of the conference room, kitchen, and audiovisual equipment. (See P&R Fee schedule.)
2. Set up and take down of the room is included in flat fee.
3. Hours are from 8:00 am – 5:00 pm Monday through Friday.
4. Package is available only during the days and hours specified, no nights, weekends or holidays.
5. Staff is not responsible for set up or take down of equipment brought in from an outside source.

11.05 Alcohol Policy

- A. Events serving malt beverages or unfortified wine will be required to hire an off-duty Town of Holly Springs police officer to be on-site throughout the entire event. Officers can be hired by calling the non-emergency number for Holly Springs Public Safety at 552-7110.
- B. Events wishing to serve malt beverages or unfortified wine will be required to pay a \$100 alcohol deposit.
- C. A Hold Harmless Agreement and an Indemnification Agreement must be signed by the host(s) releasing the Town from any and all liability resulting from the event.
- D. Pursuant to Ordinance 8-1002 fortified wine and liquor are prohibited.
- E. All glass containers are prohibited with the exception of wine bottles.
- F. Alcohol may not be sold as part of a fund raiser or "cash bar".
- G. Selling or providing alcohol to an intoxicated person is prohibited by N.C.G.S. 305(a) and doing so may subject the provider to civil and criminal penalties.
- H. No town employee may assist with the provision or sale of alcohol.
- I. The renter of the facility shall designate one person responsible for the provision of alcohol who shall remain on site during the entire function. Designated person shall adhere to any request by a town employee or police officer to cease distribution of alcohol, however host and responsible party agree that this in no way causes the Town or any of its employees to be liable for negligence relating to the consumption of alcohol.
- J. All alcohol service and consumption is restricted to the conference room. No alcohol may be consumed or served on or from the deck or park grounds. Alcohol consumption is permitted on the deck after dark during "after hours" portion of the rental.
- K. At the discretion of the Park Manager, proof of liability insurance may be required.

11.06 Refund Policy

- A. The Town of Holly Springs reserves the right to cancel reservations under circumstances deemed in the best interest of the Town and all involved. If this occurs, a full refund will be granted to the renter.
- B. A refund of ninety (90) percent will be granted if the renter cancels the reservation sixty (60) days or more in advance.
- C. A refund of fifty (50) percent will be granted if the renter cancels the reservation within fourteen (14) and fifty nine (59) days in advance.
- D. No refund will be granted for cancellations made within less than fourteen (14) days of the rental date.
- E. Cancelled rentals may be rescheduled, without penalty, as long as the cancellation is made at least fourteen (14) days prior to the rental date. Rescheduling is subject to availability. Rescheduled dates must be confirmed no later than thirty (30) days after the initial rental date.
- F. Deposits are returned within the following month of the rental date provided the conference room is left in "as rented" condition with floors swept and tables and chairs clean. Users are not required to break down tables and chairs.

Section 12: Hunt Community Center

- 12.01 General Information
- 12.02 Room Reservations
- 12.03 Cafeteria Reservations
- 12.04 Gymnasium Reservations
- 12.05 Deposits – Cancellations Policy

12.01 General Information

- A. The Hunt Community Center is open Monday through Friday 8:00 am – 9:00 pm and Saturday 8:00 am – 5:00 pm.
- B. The Hunt Center is closed on Sunday and on all Town Holidays.
- C. The Hunt Community Center is a smoke free facility.

12.01 Room Reservations

- A. The community center rooms are available for rent Monday through Friday 8 a.m. to 9 p.m.; Saturday 8 a.m. to 5 p.m.
- B. Reservations must be made in person at the Hunt Community Center between the hours of 8 a.m. and 4 p.m. Monday through Friday. Reservations cannot be made via phone, fax, email, etc.
- C. Tape, nails, tacks, etc. are not allowed on walls, windows, doors, ceilings, or any painted surfaces. Tape and tacks may be used on bulletin boards in each classroom.
- D. Food is allowed in the cafeteria **only**.
- E. The town does not supply meeting/conference room equipment. These items are available for rent at an additional fee (see P&R fee schedule).
- F. Pets are not allowed inside the community center with the exception of visual assistance dogs.
- G. No bikes, skates, skate boards, etc. are allowed inside any facilities.
- H. A 30 minute break will be allotted between rentals. Ample time should be allowed for set up and clean up in order for rooms to be vacated at the designated time as stated in the rental agreement.
- I. Rooms may not be reserved more than two (2) months in advance.
- J. Room reservations of three (3) hours or more require a \$25 deposit.
- K. Facility may not be reserved more than 1 month at a time.
- L. Reservations must be made by 4 p.m. on Wednesday for rentals for taking place Thursday through Saturday.
- M. Tables and chairs are available for rent for an additional fee (see P&R fee schedule).
- N. Tables, chairs, and equipment are not available for loan or rent off site.
- O. If the facilities are not left in adequate condition, the rental deposit may be withheld.
- P. Should additional amenities be required, the center administrator should be contacted and the appropriate fees paid prior to the rental date.
- Q. Failure to adhere to the rental agreement may result in termination of future rentals.
- R. Holly Springs based Non-profit groups are eligible for a twenty-five percent (25%) discount on the regularly hourly rental rate for rooms at the Hunt Community Center. The discount is allowed on room reservations only during the hours of 8:00 am - 2:00 pm, Monday through Friday, not to include weekends or holidays. Holly Spring based Non-profit groups may include but are not limited to churches, civic groups, PTA's, and government agencies. To be considered a Non-profit group the organization must meet one of the following criteria: 1) IRS 501©(3) status; or 2) Any entity organized and operated exclusively for charitable, philosophical, scientific testing for public safety, literary or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals, provided that no part of the entity's net earnings goes to the benefit of any private shareholder or individual and the organization does not substantially participate in political or lobby activity, and so long as the organization has not had a previous 501©(3) status revoked. Note: If the organization does not have a 501©(3) status and wishes to be considered a "charitable organization" according to the definition above they should present one of the following: Articles of Incorporation, By laws, Mission Statement/Documents Example: PTA's, Masonic Lodge, Kiwanis Club, local churches, etc. are considered "charitable organizations", Homeowners Associations are not.

12.02 Cafeteria Reservations

- A. The cafeteria is available for rent Monday through Friday 8 a.m. to 9 p.m.; Saturday 8 a.m. to 5 p.m.
- B. Reservations must be made in person at the Hunt Community Center between the hours of 8 a.m. and 4 p.m. Monday through Friday. Reservations cannot be made via phone, fax, email, etc.
- C. Tape, nails, tacks, etc. are not allowed on walls, windows, doors, ceilings or any painted surfaces.

- D. Pets are not allowed in the cafeteria with the exclusion of visual assistance dogs.
- E. A 30 minute time break will be allotted between rentals. Ample time should be allowed for set up and clean up in order for the cafeteria to be vacated at the designated time as stated in the rental agreement.
- F. The cafeteria may not be reserved more than two (2) months in advance.
- G. The Town of Holly Springs does not provide any supplies such as: coolers, ice, serving utensils, tablecloths, plates, cups, napkins, etc.
- H. Rental fees are based on an hourly rate. (See P&R fee schedule.)
- I. The Town does not supply meeting/conference room equipment. These items are available for rental. (See P&R fee schedule.)
- J. Cafeteria rentals require a \$50 deposit and approval from the Parks and Recreation staff.
- K. The cafeteria must be swept and mopped after use. All food waste must be cleaned up, bagged, and disposed of properly. (See maintenance staff for receptacle location or cleaning equipment.)
- L. Cafeteria rentals are limited to a maximum of 100 occupants at all times.
- M. Cafeteria may be rented for classes, birthday parties, family reunions, etc. involving food.
- N. The cafeteria may not be rented for fund raising activities.
- O. No alcoholic beverages are allowed.
- P. Tables and chairs may be rented an additional set up fee (see P&R fee schedule).
- Q. Facilities may not be reserved more than one (1) month at a time.
- R. No pots, pans, or utensils available.
- S. No refrigeration or cooking surfaces available.
- T. If the facilities are not left in adequate condition, the rental deposit may be withheld.
- U. Should additional amenities be required, the center administrator should be contacted and the appropriate fees paid prior to the rental date.
- V. Failure to adhere to the rental agreement may result in termination of future rentals.

12.03 Gym Reservations

- A. The gymnasium is available for rent Monday through Saturday, 8 a.m. to 10 p.m. and Sunday 1 p.m. to 6 p.m.
- B. Reservations must be made in person at the Hunt Community Center between the hours of 8 a.m. and 4 p.m. Monday through Friday. Reservations cannot be made via phone, fax, email, etc.
- C. Gymnasium reservations may be made on the following Town of Holly Springs Holidays: New Year's Day, Martin Luther King Day, Veteran's Day, and Memorial Day at double the standard rate.
- D. Tape, nails, tacks, etc. are not allowed on walls, windows, doors, ceiling, or any painted surfaces. Tape and tacks may be used on bulletin boards in the gym lobby.
- E. Pets are not allowed inside the gymnasium with the exception of visual assistance dogs.
- F. No bikes, skates, skate boards, etc. are allowed inside the gymnasium.
- G. A 30 minute time break will be allotted between rentals. Ample time should be allowed for set up and clean up in order for the gymnasium to be vacated at the designated time as stated in the rental agreement.
- H. The gymnasium floor must be swept and trash disposed of properly after each use. (See maintenance staff for cleaning equipment).
- I. The gymnasium may be rented for athletic use **only** and is not available for public rental during established recreational seasons, (i.e. Youth Basketball).
- J. The gymnasium may not be reserved more than two (2) months in advance.
- K. Tables, chairs, etc. are not allowed on the gymnasium floor.
- L. Food and/or beverages are not allowed in the gymnasium or the lobby, with the exception of water bottles.
- M. The gymnasium must be reserved for a minimum of one (1) hour at a time.
- N. Gym rentals of three (3) hours or more require a \$25 deposit and approval from a Parks and Recreation staff member.
- O. Hard soled shoes or cleats are not permitted on the gymnasium floor.
- P. Hanging or dunking on the basketball rims are not permitted.
- Q. The basketball goals/goal standards must remain in place. Playing on the goal standards is not permitted.
- R. Gym rental fees are based on hourly rates. (See P&R fee schedule.).
- S. Scoreboard/Clock and operator is available for rental at a flat fee plus an hourly fee for operator. (See P&R fee schedule.)
- T. Scoreboard/Clock may be operated by a Parks and Recreation staff person **only**. Users requiring the use of

- the Scoreboard/Clock and Operator must reserve them a minimum of three (3) weeks prior to reserved date to allow scheduling of staff.
- U. If the facilities are not left in adequate condition, the rental deposit may be withheld.
 - V. Should additional amenities be required, the center administrator should be contacted and the appropriate fees paid prior to the rental date.
 - w. Failure to adhere to the rental agreement may result in termination of future rentals.

12.04 Deposits – Cancellations

- A. The Town of Holly Springs reserves the right to cancel reservations under circumstances deemed in the best interest of the Town and all involved. If this occurs, a full refund will be granted to the renter.
- B. A refund of ninety (90) percent will be granted if the renter cancels the reservation sixty (60) days or more in advance.
- C. A refund of fifty (50) percent will be granted if the renter cancels the reservation within fourteen (14) and fifty nine (59) days in advance.
- D. No refund will be granted for cancellations made within less than fourteen (14) days of the rental date.
- E. Cancelled rentals may be rescheduled, without penalty, as long as the cancellation is made at least fourteen (14) days prior to the rental date. Rescheduling is subject to availability. Rescheduled dates must be confirmed no later than thirty (30) days after the initial rental date.
- F. Deposits are returned within the following month of the rental date provided the conference room is left in "as rented" condition with floors swept and tables and chairs clean. Users are not required to break down tables and chairs.
- G. The Town of Holly Springs reserves the right to cancel reservations under circumstances deemed in the best interest of the Town and all involved. If this occurs, a full refund will be granted to the renter.

Section 13: School Facilities

- 13.01 General Information
- 13.02 Holly Springs Elementary
- 13.03 Holly Ridge Middle School
- 13.04 Holly Springs High School

13.01 General Information

The Town of Holly Springs and the Wake County Public School System have Level 4 Joint Use Agreement for the use of designated facilities at three local schools. The joint use agreement allows the Town to use and schedule the use of these facilities during non-school hours. Normal school hours are defined as daily student and teacher workdays from 7:00 am – 6:00 pm. From time to time, specific school activities, events, or games may extend beyond normal school hours. Non-school hours are defined as daily after normal school hours, weekends, holidays, staff vacation days, and during school breaks including spring, summer and winter breaks.

13.02 Holly Springs Elementary

- A. Multipurpose Athletic Fields
 - 1. The multipurpose athletic fields are available for use during non-school hours.
 - 2. See Section 10: Athletic Fields for rules and regulations regarding use.
- B. Multipurpose Concrete Pad
 - 1. The concrete pad is used strictly for events sponsored by the Town of Holly Springs and/or the Parks & Recreation Department. Outside sources may be able to reserve the concrete pad at the discretion of the Recreation Superintendent and/or Parks and Recreation Director.
- C. Playground
 - 1. The playground is open to the public year during non-school hours.
 - 2. Reservations are not required for the use of the playground.
 - 3. Parks & Recreation programs and activities take precedence over all other use.
- D. Outdoor Basketball Courts
 - 1. The outdoor basketball courts are open to the public during non-school hours.
 - 2. Reservations are not required for the use of the courts.
 - 3. Parks & Recreation programs and activities take precedence over all other use.
- E. Walking Track
 - 1. The walking track is open to the public during non-school hours.
 - 2. Reservations are not required for the use of the walking track.
 - 3. Parks & Recreation programs and activities take precedence over all other use.

13.03 Holly Ridge Middle School

- A. Softball Field
 - 1. The softball field is available for use during non-school hours.
 - 2. See Section 10: Athletic Fields for rules and regulations regarding use.
- B. Multipurpose Field
 - 1. The multipurpose athletic fields are available for use during non-school hours.
 - 2. See Section 10: Athletic Fields for rules and regulations regarding use.
- C. Outdoor Basketball Court
 - 1. The outdoor basketball courts are open to the public during non-school hours.
 - 2. Reservations are not required for the use of the courts.
 - 3. Parks & Recreation programs and activities take precedence over all other use.

13.04 Holly Springs High School

- A. Baseball Field
 - 1. The baseball field is used strictly for events sponsored by the Town of Holly Springs and/or the Parks & Recreation Department. Outside sources may be able to reserve the field at the discretion of the

Recreation Superintendent and/or Parks and Recreation Director. (See P&R fee schedule.)

B. Softball Field

1. The softball field is available for use during non-school hours.
2. See Section 10: Athletic Fields for rules and regulations regarding use.

H. Multipurpose Fields

1. The multipurpose athletic fields are available for use during non-school hours.
2. See Section 10: Athletic Fields for rules and regulations regarding use.

I. Tennis Courts

1. The tennis courts are available for rent Monday through Sunday during non-school hours.
2. Reservations must be made in person at the Hunt Community Center between the hours of 8 a.m. and 4 p.m. Monday through Friday. Reservations cannot be made via phone, fax, email, etc.
3. Rental fees are based on an hourly rate. (See P&R fee schedule.)
4. A 30 minute time break will be allotted between rentals. Ample time should be allowed for set up and clean up in order for the fields to be vacated at the designated time as stated in the rental agreement.
5. Pets must be kept on a leash at all times and are not allowed inside any fenced areas. Pet owners are responsible for properly disposing of all pet waste.
6. No bikes, skates, skate boards, scooters, non-motorized vehicles, etc. are permitted on the tennis courts.
7. Motorized vehicles are permitted in the posted areas **only**.
8. The tennis courts must be reserved for a minimum of one (1) hour.
9. Rental times of three (3) hours or more may require a deposit and approval from a Parks and Recreation staff member.
10. Lights are available at an additional fee and are added to the hourly field rental rate. (See P&R Fee schedule.)
11. All reservations for specific times, dates, lights, etc. are made final after the fees have been paid. If the field(s) is not used when reserved due to inclement weather, arrangements can be made to move the reservation to another date and time pending field availability. The reservation office must be notified the next business day following the cancelled use.
12. Courts may not be reserved more than two (2) months in advance.
13. Failure to adhere to the rental agreement may result in termination of future rentals.
14. Reservations for tennis courts are non-refundable.
15. All reservations for specific times, dates, lights, etc. are final after the fees have been paid. If the field(s) is not used when reserved due to inclement weather, arrangements can be made to move the reservation to another date and time pending field availability. The reservation office must be notified the next business day following the cancelled use.
16. Holly Springs Parks and Recreation programs and activities take precedence over all other events. Therefore, the department reserves the right to reschedule or refund a reservation/activity that creates a conflict with department programs.
17. The Town of Holly Springs reserves the right to cancel reservations under circumstances deemed in the best interest of the Town and all involved. If this occurs, a full refund will be granted to the renter.
18. A refund of ninety (90) percent will be granted if the renter cancels the reservation sixty (60) days or more in advance.
19. A refund of fifty (50) percent will be granted if the renter cancels the reservation within fourteen (14) and fifty nine (59) days in advance.
20. No refund will be granted for cancellations made within less than fourteen (14) days of the rental date.
21. Cancelled rentals may be rescheduled, without penalty, as long as the cancellation is made at least fourteen (14) days prior to the rental date. Rescheduling is subject to availability. Rescheduled dates must be confirmed no later than thirty (30) days after the initial rental date.
22. Deposits are returned within the following month of the rental date provided the conference room is left in "as rented" condition with floors swept and tables and chairs clean. Users are not required to break down tables and chairs.

Section 14: Womble Park & Veteran's Park

- 14.01 Picnic Shelter
- 14.02 Band Shell
- 14.03 Concession Stand
- 14.04 Batting Cage
- 14.05 Volleyball Courts
- 14.06 Horseshoe Pits
- 14.07 Walking Track
- 14.08 Playground
- 14.09 Deposits – Cancellations & Refunds

14.01 Picnic Shelter (Womble & Veteran's Park)

- A. The picnic shelter is open to the public year round from sunrise to sunset.
- B. The picnic shelter is available for rent Monday through Sunday, Half Day 8 a.m. to 2 p.m. or 2 p.m. until dark or Full Day 8 a.m. to dark.
- C. Rental fee rates are based on time block. (See P&R Fee schedule.)
- D. Reservations must be made in person at the Hunt Community Center between the hours of 8 a.m. and 4 p.m. Monday through Friday. Reservations cannot be made via phone, fax, email, etc.
- E. All picnic shelter rentals require a \$25 clean-up deposit.
- F. The picnic shelter may only be reserved by one client per day to allow the public general use of shelter.
- G. The picnic shelter may not be reserved more than two (2) months in advance.
- H. Ample time should be allowed for set up and clean up in order for the shelter to be vacated at the designated time as stated in the rental agreement.
- I. All trash must be disposed of properly and personal belongings removed when reservation time is completed.
- J. Grills are not provided by the Parks and Recreation Department. Portable grills are permitted for use at a safe distance from the picnic shelter. All waste should be cleaned and disposed of properly.
- K. All cigarette butts must be placed in the appropriate containers.
- L. If the facilities are not left in adequate condition, the rental deposit may be withheld.
- M. Should additional amenities be required, the center administrator should be contacted and the appropriate fees paid prior to the rental date.
- N. Failure to adhere to the rental agreement may result in termination of future rentals.

14.02 Band Shell (Womble Park)

- A. The band shell is open to the public year round from sunrise to sunset.
- B. The band shell is available for rent Monday through Sunday, Half Day 8 a.m. to 2 p.m. or 2 p.m. until dark or Full Day 8 a.m. to dark.
- C. Rental fee rates are based on time block. (See P&R Fee schedule.)
- D. Reservations must be made in person at the Hunt Community Center between the hours of 8 a.m. and 4 p.m. Monday through Friday. Reservations cannot be made via phone, fax, email, etc.
- E. All band shell rentals require a \$25 clean-up deposit.
- F. The band shell may only be reserved by one client per day to allow the public general use of shelter.
- G. The band shell may not be reserved more than two (2) months in advance.
- H. Ample time should be allowed for set up and clean up in order for the shelter to be vacated at the designated time as stated in the rental agreement.
- I. All trash must be disposed of properly and personal belongings removed when reservation time is completed.
- J. Grills are not provided by the Parks and Recreation Department. Portable grills are permitted for use at a safe distance from the picnic shelter. All waste should be cleaned and disposed of properly.
- K. All cigarette butts must be placed in the appropriate containers.
- L. If the facilities are not left in adequate condition, the rental deposit may be withheld.
- M. Should additional amenities be required, the center administrator should be contacted and the appropriate fees paid prior to the rental date.
- N. Failure to adhere to the rental agreement may result in termination of future rentals.

14.03 Concession Stand

- A. All concession areas will be contracted based on bid proposals submitted to the Parks & Recreation Department.
- B. Contracts will be awarded for two years to run consecutively from January 1st to December 31st.
- C. Contractors are required to meet all State health codes and inspection laws, and post all certifications.
- D. Contractors must be open for all events at their location, provided they receive a seven day notice.
- E. Individuals are not permitted to sell concessions or goods on the Town of Holly Springs property with the exception of designated Town sponsored events. (Example: HollyFest, Scarecrows in the Park, etc.)
- F. Contractors must keep all concession facilities clean and free of debris, including the restrooms.

- G. Contractors must keep all items for concession sale at a reasonable and fair market price.
- H. The Town of Holly Springs reserves the right to sell event items within confined concession areas.
- I. Contractors are responsible for any improvements in their designated area, pending approval from the Town of Holly Springs. However, the property still remains that of the Town and therefore, only non-permanent equipment placed in the facility may be removed by the contractor.
- J. The Town of Holly Springs reserves the right to enter at any reasonable time, inspect, and make necessary repairs to the premises.
- K. Contractors must at all times during the terms of this agreement maintain liability insurance in the minimum amounts of: \$1,000,000 in the case of injury to one person \$1,000,000 in the case of injury to more than one person in the same occurrence \$1,000,000 in the case of property damage caused by negligence or tort of any agent or employee when acting within the scope of the contractor's authority or during the course of his employment in performing the activities on or about the land or facilities.
- L. Within thirty (30) days of the agreement, the contractor must furnish the Town of Holly Springs with evidence of all required insurance policies. The Town should be named as an additional insured on all policies. The insurance should not be cancelled or the coverage reduced without the insurance carrier first giving a thirty (30) day written notice to the Town.
- M. Contractors are required to maintain all local, state, and federal licensing or regulations regarding their area of use.
- N. Contractors may not assign the contract or allow any other organization or corporation to use the Town of Holly Springs premises.
- O. The Town of Holly Springs reserves the right to terminate any contract within thirty (30) days if the above conditions are not met.
- P. Contractor will be allowed to sell food items at athletic events held at specific park (i.e. Womble, Jones) during the contracted period.
- Q. Contractor will be allowed to sell food items at non-athletic special events but will be required to pay the rate of all other food vendors.
- R. The Contractor has the responsibility to contact the Parks & Recreation Department to determine dates of unscheduled athletic and non-athletic events on a weekly basis.

14.04 Batting Cages

- A. Parks & Recreation programs and activities take precedence over all other use.
- B. The public may use the batting cages when not in use by Holly Springs Parks & Recreation teams or programs.
- C. The batting cages are open from 8:00 am to 10:00 pm year round.
- D. Coaches may reserve the batting cages on the Thursday before the week requested by contacting the Athletic Division. Requests made prior to Thursday are not accepted.
- E. Reservations are for one (1) hour at a time.

14.05 Volleyball Courts

- A. The volleyball courts are open to the public year round from 8:00 am to 10:00 pm
- B. Reservations are not required for use of courts.
- C. Parks & Recreation programs and activities take precedence over all other use.

14.06 Horseshoe Pits

- A. The horseshoe pits are open to the public year round from sunrise to sunset.
- B. Reservations are not required for use of pits.
- C. Parks & Recreation programs and activities take precedence over all other use.

14.07 Asphalt Walking Track

- A. The walking track is open to the public year round from sunrise to sunset.
- B. Reservations are not required for the use of the walking track.

- C. The walking track is approximately one-half mile.
- D. Parks & Recreation programs and activities take precedence over all other use.

14.08 Playground

- A. The playground is open to the public year round from sunrise to sunset.
- B. Reservations are not required for the use of the playground.
- C. Parks & Recreation programs and activities take precedence over all other use.

14.09 Deposits – Cancellations & Refunds

- A. In the event of a severe storm (severe lightning and/or hail, ice, etc.) reservation may be moved to another date and time pending space availability. Severe storm does not include torrential downpours.
- B. Deposit will be returned within the next month following the rental date provided facility is left in "as rented condition". Failure to do will result in forfeiture of deposit.
- C. The Town of Holly Springs reserves the right to cancel reservations under circumstances deemed in the best interest of the Town and all involved. If this occurs, a full refund will be granted to the renter.
- D. A refund of ninety (90) percent will be granted if the renter cancels the reservation sixty (60) days or more in advance.
- E. A refund of fifty (50) percent will be granted if the renter cancels the reservation within fourteen (14) and fifty nine (59) days in advance.
- F. No refund will be granted for cancellations made within less than fourteen (14) days of the rental date.
- G. Cancelled rentals may be rescheduled, without penalty, as long as the cancellation is made at least fourteen (14) days prior to the rental date. Rescheduling is subject to availability. Rescheduled dates must be confirmed no later than thirty (30) days after the initial rental date.

Section 15: Cultural Center

- 15.01 General Information
- 15.02 Facility Reservations
- 15.03 Rental Packages
- 15.04 Alcohol Policy
- 15.05 Refund Policy

15.01 General Information

- A. The Holly Springs Cultural Center is open 9:00 am to 9:00 pm Monday through Thursday, 9:00 am to 5:00 pm Friday, and 10:00 am to 5:00 pm Saturday, with the exception of scheduled after hour activities.
- B. The Cultural Center is closed on Sunday with the exception of scheduled activities.
- C. The Cultural Center is closed in observance of Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day.
- D. The Cultural Center and Lobby are smoke free environments. Smoking is prohibited in areas other than the designated area outside of the main lobby.
- E. Town events where alcohol is served or available for purchase does not require an off-duty police officer to be present.

15.02 Facility Reservations

- A. Before booking an event, it is recommended that potential clients visit the Cultural Center to discuss event goals, exact requirements, and view the rooms and amenities that are offered.
- B. Date availability may be checked over the phone by calling 567-4000. Office hours are 9 a.m. to 5:00 p.m., Monday through Friday.
- C. Rental fees are based on hourly rates with the exception of the Weekday Business Package, the Weekend Wedding Package, and the Weekend Conference/Seminar Package. (See P&R fee schedule.)
- D. Theater Performance rates are flat rates based on the day of the week and if the event is an evening, dinner, or matinee performance. Theater Performance flat rates include staffing, ticketing, and equipment.
- E. Rehearsal rates are based on four hour blocks and are available only to performing arts events rehearsing for a performance that will be open to the general public (and not for private event rentals).
- F. Holly Springs based Non-profit groups are eligible for a twenty-five percent (25%) discount on the regular hourly rental rate for rooms at the Cultural Center. The discount is allowed on room reservations only during the hours of 9:00 am - 2:00 pm, Monday through Friday, not to include weekends or holidays. Holly Spring based Non-profit groups may include but are not limited to churches, civic groups, PTA's, and government agencies. To be considered a Non-profit group the organization must meet one of the following criteria: 1) IRS 501©(3) status; or 2) Any entity organized and operated exclusively for charitable, philosophical, scientific testing for public safety, literary or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals, provided that no part of the entity's net earnings goes to the benefit of any private shareholder or individual and the organization does not substantially participate in political or lobby activity, and so long as the organization has not had a previous 501©(3) status revoked. Note: If the organization does not have a 501©(3) status and wishes to be considered a "charitable organization" according to the definition above they should present one of the following: Articles of Incorporation, By laws, Mission Statement/Documents Example: PTA's, Masonic Lodge, Kiwanis Club, local churches, etc. are considered "charitable organizations", Homeowners Associations are not.
- G. The Grand Lobby is shared with the Holly Springs Library operated by Wake County. Rental of the Grand Lobby is limited to days and hours when the Holly Springs Library is closed.
- H. ALL rental reservations are on a first come, first serve basis.
- I. Rental reservations (including execution of a signed contract) must be made in person. Reservations are not accepted by fax, phone, email, or mail.
- J. All deposits and fees must be paid in full at the time of reservation. Reservations are not held without payment. A deposit will not hold reservation.
- K. Reservations may be made up to one calendar year in advance.
- L. The Cultural Center is available for rental during operating hours. All rentals must allow set up and tear down/clean up time within the rental hours. There is no early or late access to the facility.
- M. A two (2) hour minimum rental is required for reservations.
- N. Rooms can be set-up in a number of styles including classroom, theater, banquet, and reception configurations.
- O. 48 inch round and square tables and 72 inch by 30 inch rectangle tables are available and may be used inside only. Round tables can accommodate 4-6 chairs and rectangle tables can accommodate 6-8 chairs.

- P. All set up of Cultural Center tables and chairs are done by staff. Provided fire exits are not blocked, a client is free to move tables and chairs to fine tune the set-up to their liking.
- Q. There is no extra charge for setup or take down of Cultural Center tables and chairs.
- R. Additional tables and chairs may be brought in from an outside source if needed.
- S. Staff is not responsible for the set up or take down of equipment brought in from an outside source.
- T. Access to the Cultural Center is not available prior to the start time of your rental. You must allow set up and tear down/clean up time within your rental. You should allow ample time for your setup. Tables and chairs will already be set up when you arrive for your rental to begin.
- U. Any services contracted are not allowed in before rental time begins and must remove items before rental time ends. There is no storage for these items.
- V. No decorations, signs, etc. may be affixed to doors, glass, walls, or columns with tape, nails, tacks, etc. All decorations must be removed prior to rental ending. 8 ½ by 11 framed sign holders are located at the entrance doors to each rental space for your use. Easels will also be provided for any "Welcome" and directional signage that may be needed.
- W. Rental clients may bring in a caterer of their own selection.
- X. Use of the 29" X 14" kitchen requires a separate rental fee per hour. It is not a preparation or cooking kitchen.
- Y. Minimum refrigeration is available. A small ice machine and coffee pot are available for use.
- Z. Caterers may not leave food or serving accessories in the Kitchen overnight. Storage is not available for these items.
- AA. Table linens, decorations, serving implements, dishes, glassware, serving pieces, coolers, silverware, etc. are not provided. Renter must provide their supplies and accessories or contract with a provider service. Any table linens or decorations must be removed at the end of rental. No storage area is available.
- BB. Coffee services for meetings can be provided by the official Cultural Center concessionaire or by the provider of your choice.
- CC. Pig cookers are allowed in the parking lot provided they have drip pans underneath them.
- DD. The outdoor stage and lawn are open to the elements and do not provide weather protection. Tents may be erected over the lawn area to provide added weather protection.
- EE. A loading dock adjacent to the stage can accommodate equipment delivery in vans or small trucks.

15.03 Rental Packages

- A. Rehearsal/Wedding Weekend Package
 1. Rental time starts at 12:00 pm on Friday and ends at 12:00 pm on Sunday.
 2. Client pays a flat fee, room deposit, and deposit for alcohol if served. (See P&R Fee schedule.)
 3. Flat fee includes use of Springs Outdoor Stage and Lawn Area, Performing Arts Theatre, Cultural Center Kitchen, one (1) meeting room, use of Cultural Center indoor tables and chairs, Cultural Center sound and light system and Production Tech, and Event Coordinator.
 4. The Center's tables and chairs are not available for use on the lawn area.
 5. Client may provide tents, tables, and chairs from an outside source, but is responsible for their setup and take down.
- B. Weekday Business Meeting Package
 1. Client pays a flat fee per day for use of one (1) meeting room, kitchen, and audiovisual equipment plus damage deposit and deposit for alcohol if served. (See P&R Fee schedule.)
 2. Set up and take down of the room is included in flat fee.
 3. Hours are from 9:00 am – 5:00 pm Monday through Friday.
 4. Package is available only during the days and hours specified, no nights, weekends or holidays.
 5. Staff is not responsible for set up or take down of equipment brought in from an outside source.
- C. Weekend Conference/Seminar Package
 1. Package includes use of Springs Outdoor Stage and Lawn Area, Performing Arts Theatre, Cultural Center Kitchen, four (4) meeting rooms, use of Cultural Center indoor tables and chairs, Cultural Center sound and light system and Production Tech, and Event Coordinator.

2. Client pays a flat fee for a four hour block (8 am to 12 noon or 12 noon to 4 pm, Saturday or Sunday) plus damage deposit and deposit for alcohol if served.
3. Set up and take down of the rooms is included in flat fee.
4. The Center's tables and chairs are not available for use on the lawn area.
5. Client may provide tents, tables, and chairs from an outside source, but must be responsible for their total set up and take down.

15.04 Alcohol Policy

- A. Events serving malt beverages or unfortified wine will be required to hire an off-duty Town of Holly Springs police officer to be on-site throughout the entire event. Officers can be hired by calling the non-emergency number for Holly Springs Public Safety at 552-7110.
- B. Events wishing to serve malt beverages or unfortified wine will be required to pay a \$100 alcohol deposit. The deposit will be returned at the end of the month provided the alcohol rules are followed.
- C. A Hold Harmless Agreement and an Indemnification Agreement must be signed by the host(s) releasing the Town from any and all liability resulting from the event.
- D. Pursuant to Ordinance 8-1002 fortified wine and liquor are prohibited.
- E. All glass containers are prohibited with the exception of wine bottles.
- F. Alcohol may not be sold as part of a fund raiser or "cash bar".
- G. "Bring Your Own Alcohol" is not allowed.
- H. Selling or providing alcohol to an intoxicated person is prohibited by N.C.G.S. 305(a) and doing so may subject the provider to civil and criminal penalties.
- I. No town employee may assist with the provision or sale of alcohol.
- J. The renter of the facility shall designate one person responsible for the provision of alcohol who shall remain on site during the entire function. Designated person shall adhere to any request by a town employee or police officer to cease distribution of alcohol, however host and responsible party agree that this in no way causes the Town or any of its employees to be liable for negligence relating to the consumption of alcohol.
- K. All alcohol service and consumption is restricted to the rental space only. Alcohol is not allowed in the Lobby during open Library hours, or on exterior walkways or parking lot.

15.05 Refund Policy

- A. Damage deposits are returned at the end of the month provided your rental space is left in "as rented" condition with floors swept, tables clean, and chairs clean. Client is not required to break down tables and chairs.
- B. A refund of all damage deposits and 90% of the rental fees will be issued if the renter cancels the reservation sixty (60) or more days in advance of rental. A refund of all damage deposits and 50% of the rental fees will be made if the renter cancels within fourteen (14) and fifty nine (59) days in advance of rental.
- C. No refund or credits will be granted for cancellations by the renter with less than 14 days notice.
- D. Cancelled rentals may be rescheduled, without penalty as long as cancellation is made at least 14 business days prior to the rental date (subject to availability). All fees and deposits may be transferred to rescheduled rental. Reschedule date must be confirmed no later than 30 days after initial rental date.
- E. The Town of Holly Springs reserves the right to cancel reservations if such cancellation is deemed to be in the best interest of the Town if the Cultural Center is closed due to Acts of God. A full refund will be made if the Town cancels the Rental.

Section 16: Ordinances

16.01 Recreational Facilities and Open Space

16.02 Recreation Advisory Committee

16.03 Consumption of Alcohol – Town Property

16.01 Recreation Facilities and Open Space

Dedication, Generally; Fee-In-Lieu of Dedication, Generally.

In order to provide park, recreation, and open space or greenway sites to serve the future residents of the Town of Holly Springs in conformance with the Comprehensive Plan/Parks and Recreation Master Plan, every residential subdivision shall, at the time of *final plat*, include:

- a. the dedication of a portion of such land, as set forth in the Section, below;
- b. an equitable amount of land in another location; or
- c. pay to the Town of Holly Springs a fee-in-lieu of dedication, as set forth in this Section, below.

1. Criteria for Dedication

All land dedicated to the public for recreation and park development shall substantially meet the following criteria:

- a. Unit – The dedicated land shall form a single parcel of land except where the Board of Commissioners determines that two (2) parcels or more should be in the public interest. If two or more parcels are determined to be in the public interest, a path or walkway, developed in compliance with the provisions of Section 7.07, C., 2 and 3., regarding *sidewalks, walkways* and *pedestrian/bike paths* and shall be located in a connecting strip of land, which strip of land shall not be less than thirty (30) feet wide.
- b. Shape – The shape of the dedicated land shall be sufficiently square or round to be usable for recreational activities such as softball, tennis, croquet, etc.
- c. Location – The dedicated land shall be located so as to reasonable serve the recreation and *open space* needs of the *subdivision* for which the dedication was made and shall bear a reasonable relationship to the use of the area by the future inhabitants of the *subdivision* or residential development.
- d. Access – Public access to the dedicated land shall be provided either by direct *street frontage* or public easement at least twenty (20) feet in width.
- e. Topography – Generally, dedicated land reserved for recreational purposes shall not exceed five (5) percent slope.
- f. Usableness - The dedicated land shall be usable for recreation. Lakes and wetlands may not be included in computed dedicated land area. Where the Parks and Recreation Advisory Board determines that recreational needs are being adequately met, either by other dedicated parcels of land or existing recreational facilities, then land that is not usable for recreation may be dedicated as open space.
- g. Plans – Municipal and County plans shall be taken into consideration when evaluating proposals for the dedication of land for recreational purposes.

2. Criteria for Choice Between Dedication and Fee-in-Lieu.

- a. Whether the *Board of Commissioners* accepts the dedication of land or elects to require payment of a fee-in-lieu thereof, or a combination of both, shall be determined by but not limited to the following:
 - (1) Recreational element of the Town of Holly Springs *Comprehensive Plan*;
 - (2) The recommendation of the Parks and Recreation Advisory Board.
 - (3) The recommendations of the *Planning Board*;
 - (4) Topography, geology, access, and location of land in the *subdivision* available for dedication; and,
 - (5) Size and shape of the *subdivision* and land available for dedication.

b. The determination of the Board of Commissioners as to whether land shall be dedicated or whether a fee-in-lieu should be charged, or a combination of both, shall be final and conclusive. On *subdivisions* involving fewer than thirty-five (35) lots or *dwelling units*, only the payment of fees-in-lieu shall be required.

3. Procedure for Determination Among Dedication, Fee-in-Lieu, or Combination.

The procedure for determining whether the *sub divider* is to dedicate land, pay a fee-in-lieu, or both shall be as follows:

a. Sub divider – At the time of filing a master plan or preliminary plan for subdivision approval, the owner of the property shall, as part of such filing, indicate whether such owner proposes to dedicate property for park and recreational purposes, or whether such owner desires to pay a fee in lieu thereof. If *sub divider* desires to dedicate land for this purpose, the *sub divider* shall designate the area there of on the *master plan* or *preliminary plan* as submitted.

b. Action of Town – At the time of the master plan or preliminary plan approval, the *Planning Board* shall recommend and the *Board of Commissioners* shall determine as a part of such approval, whether to require a dedication of land within the subdivision, payment of a fee-in-lieu thereof, or a combination of both.

c. Prerequisites for Approval of *Final Plat* – Where dedication is required, such dedication shall be shown upon the final plan submitted for approval. Where fees are required, the same shall be deposited with Town prior to the recording of the *final plat*. Open space covenants for park or recreational facilities shall be submitted to the Town for review and approval prior to approval of the *final plat* and shall be recorded with the *final plat*.

4. Computation of Size of Area Required for Dedication.

The amount of land required to be dedicated is to be computed on the basis of the following formula:

a. The area (in acres) of land to be dedicated shall not be less than one thirty-fifth (1/35) of an acre times the number of *dwelling units* or *lots*, whichever is greater, provided that for any land so dedicated which also:

- (1) lies within an area within the one hundred year floodplain;
- (2) has slopes greater than fifteen (15) percent; or,
- (3) is included within utility easements. Shall be dedicated at a rate of one twentieth (1/20) of an acre.

b. Where a fee-in-lieu is paid instead of dedication, the amount of such fee for the *subdivision* shall be the product of the total number of *dwelling units* in the *subdivision* times the charge per *dwelling unit* indicated in Table 7.06 – A, below:

Table 7.06 - A: Charge Per Dwelling Unit Fee-in- of Dedication

Gross Density	Fee (in year 2008 dollars)
6 dwelling units per acre	\$965
6.1 to 8.0 dwelling units per acre	\$903
8.1 to 10.0 dwelling units per acre	\$845
10.1 to 12.0 dwelling units per acre	\$797
> 12 dwelling units per acre	\$724

Notes: Gross densities shall be rounded down to the nearest one-tenth (1/10) of a unit.

The fees set forth above are in year 2008 dollars. The fee scale established by this Table shall, on each January 1st, be automatically adjusted in correlation with the inflation rate in the previous calendar year as reported by the U. S. Department of Commerce Consumer Price Index.

c. Notwithstanding any other provision in the Town of Holly Springs' Code of Ordinances, the total Fee-in-lieu of dedication charged for subdivision shall not exceed the fair market value of the land area that would have otherwise been required to be dedicated by the *subdivision*. For the purpose of this section, fair market value is to be determined with respect to a *subdivision*, at the time the initial application submittal is made to the Town of Holly Springs. Fair market value shall be determined by the Director. In the event of a disagreement about fair market value, such value shall be determined by the procedure provided in Section 7.06, E., 7., below.

5. Use of Land by Town; Use of Funds Received in Lieu of Dedication.

a. The land received by the Town of Holly Springs under this Section shall be used only for the purpose of providing neighborhood *open space*, park and recreational areas, but shall not be so restricted should the Town decide to sell such land as provided by the following paragraph.

b. The Town of Holly Springs shall have the right to sell any land dedicated to the Town for neighborhood park and recreation purposes on finding by the *Planning Board* and Parks and Recreation staff of the Town that a particular piece of property is not feasible or compatible with Town's *Comprehensive Plan*.

c. Fees collected in lieu of dedications and any proceeds from such transactions or sales shall be held in a special fund by the Town, and funds shall be used by the Town for the purpose of acquiring and developing public recreation areas as shown on the *Comprehensive Plan* and for no other purpose. The depository for such funds may be invested as other funds of the Town. The Town may, at its discretion, add additional monies to the fund for the purpose of purchasing public recreational land to be used for public recreational purposes. On all matters not specifically provided for in this section, the Local Government Budget and Fiscal Control Act shall be controlling.

6. Special Committee to Settle Disagreements Between Town and *Sub divider*.

a. In the event that the Town and the *Sub divider* of land cannot agree upon the location, terrain, size or shape of the land necessary to be dedicated for a neighborhood recreation area, or cannot agree upon the details of provisions for an equitable amount of land in another location or where there is disagreement between the Town and the *sub divider*, such disagreement shall be determined by a special committee.

b. such special committee shall consist of three members appointed as follows: one (1) member shall be a professional land appraiser appointed by the Board of Commissioners; one (1) member shall be a professional land appraiser appointed by the *sub divider*; and , one (1) member shall be a professional land appraiser appointed by the two appointed members.

The special committee shall view the land and hear the contentions of both the Town and *sub divider*. The findings of the special committee shall be by majority vote and shall be certified to the Board of Commissioners within forty-five (45) days of the time of appointment of the third member of the special committee. The costs of the professional land appraiser appointed by the *sub divider* and one-half (1/2) of the cost of the professional land appraiser appointed by the appraisers shall be borne by the *sub divider*. The costs of the professional land appraiser appointed by the Town and one-half (1/2) the cost of the professional land appraiser appointed by the appraisers shall be borne by the Town.

16.02 Recreation Advisory Committee

**AN ORDINANCE TO AMEND THE TOWN CODE OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA,
MODIFYING THE MEMBERSHIP STRUCTURE OF THE HOLLY SPRINGS PARKS AND RECREATION ADVISORY
COMMITTEE**

BE IT ORDAINED by the Board of Commissioners of the Town of Holly Springs, North Carolina as follows:

SECTION 1. Amend Code.

Article C, Parks and Recreation Advisory Committee, Section 2-7023 is amended as follows:

Section 2-7021. Creation, Name, Number of Members.

There is hereby created a Committee composed of nine (9) members² to be known as the Holly Springs Parks and Recreation Advisory Committee (the "Advisory Committee"). This ordinance shall be known as the Holly Springs Parks and Recreation Committee Ordinance.

Section 2-7022. Committee, Powers and Duties.

The Advisory Committee shall serve at the pleasure of and as an advisory body for the Town of Holly Springs and surrounding area on issues relative to parks and recreation. The Advisory Committee shall advise the town officials including the Mayor and Board of Commissioners, Town Manager and Parks and Recreation Director within its responsibilities and powers as stated in this ordinance.

The Advisory Committee shall serve as a liaison between the town officials and the citizens of Holly Springs and the surrounding area.

The Advisory Committee shall consult with and advise the Town in matters affecting park/recreation programs, facilities, policies, finances and the acquisition and disposal of land and properties and its long-range, projected plan for parks and recreation.

The Advisory Committee shall also assume specific duties and responsibilities as follows:

To investigate and determine the needs, interests and goals of the community for recreation facilities and programs and make recommendations to the Town Board of Commissioners to meet those needs and goals.

To inform and education the general public of the importance and need for park and recreation programs, facilities and services.

To seek and make recommendations on the acceptance of grants, gifts, bequests, donations and personal or real property for park and recreation purposes.

To assist the Town in developing cooperative arrangements with other organizations and private groups, when it will further the objective of providing more and varied kinds of park and recreation programs for the citizens of the community.

To assist the Town in recruiting voluntary leadership staff to work with park/recreation facilities, programs and activities.

To assist in matters relating in maintaining of the highest standards in park development and operation, park/recreation leadership and in well-balanced programs.

To assist in developing a plan to meet the present and future needs for programs, services, park facilities, open spaces and trails and to advise in developing priorities for each of these.

To receive information and reports from staff concerning the evaluation of program, facilities, policies and procedures.

Upon request, recommend approval of rules and procedures pertaining to the use of public parks and

facilities including suggested fees and charges.

Section 2-7023. Appointment of the Committee.

The Holly Springs Parks and Recreation Committee shall consist of nine (9)² members, all of whom shall be appointed by the Town Board of Commissioners.

One elected Town Commissioner shall serve as an ex-officio member of the Advisory Committee.

The terms of office for the members shall be for three years; except that for the initial terms of office, three² members shall be appointed for one year, three² members shall be appointed for two years and three members shall be appointed for three years. All subsequent term of office shall be for three years. Vacancies arising on the Committee shall be filled by the Town Board of Commissioners for the balance of the unexpired term. All members shall hold office until their successors are appointed and qualified. Any member who misses more than three consecutive regular meetings loses his/her status.

An orientation meeting for newly-appointed committee members shall be conducted by the Chairperson within 30 days of appointment.

Section 2-7024. Officers.

The Town Board of Commissioners shall appoint the first Chairperson and Vice-Chairperson. The members of the Holly Springs Parks and Recreation Advisory Committee shall annually elect from their own membership a Chairperson and other officers as they deem essential. Officers shall be elected at the regular monthly meeting in June and take office as the subsequent regular meeting in July. Officers shall serve for one year from election with eligibility for reelection.

In the event of an officer's appointment to the Committee is terminated, a replacement to this position will be made at the meeting following the termination.

Section 2-7025. Duties of Officers.

The Chairperson shall preside at all meetings of the Committee. The Chairperson shall appoint all subcommittees, represent the Committee at public affairs and shall maintain the dignity and efficiency of the Committee in all possible ways. The Chairperson shall present recommendations or reports, including an annual report, to the Town Board of Commissioners. The Chairperson shall meet regularly with the Town Manager and Parks and Recreation Director to discuss preparation of agendas, reports and other matters that concern the Committee. The Chairperson shall perform the other duties ordinarily performed by that office.

The Vice-Chairman of the Committee shall, in the absence, of the Chairperson, perform all duties of the Chairperson. The Vice Chairperson shall be responsible for assisting the Chairperson and to see that all standing and temporary subcommittees function as planned by the Advisory Committee and town staff.

The Secretary shall serve as Secretary for the Advisory Committee and be responsible for the satisfactory accomplishment of secretarial duties. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Advisory Committee. The Secretary shall send out or cause to be sent out notice of regular and special meetings as least five (5) days prior to such meetings.

Section 2-7026. Compensation and Expenses.

The members of the Committee shall serve without compensation, but shall be entitled to reimbursement for subsistence and travel to professional recreation meetings, conferences and workshops, with such reimbursement being made in compliance with the general Town policies.

Section 2-7027. Meetings.

The Parks and Recreation Advisory Committee shall meet at least monthly and at other times as may be necessary to transact business, upon the call of the Chairperson or upon call by a majority of the Committee members, or upon call of the Town Board of Commissioners.

A quorum of the Committee shall be in attendance before action of an official nature can be taken. A quorum is at least one (1) more than the number of the appointed members absent.

General parliamentary rules shall be observed in conducting meetings.

A nominating committee of at least two (2) members shall be appointed by the Chairperson at the May meeting (or before) to bring forward nominees for offices at the June meeting.

The first regular meeting in June will be an organizational meeting for the ensuing year with election of officers, annual report and subcommittee reports.

The Advisory Committee shall organize temporary or standing subcommittees as it deems necessary in order to carry out the responsibilities of the Committee. Such subcommittee shall be appointed by the Chairperson.

The Advisory Committee may refer any matter to a subcommittee before action is taken on the subject by the Advisory Committee.

Each subcommittee shall consist of not less than two members on the advisory Committee. Subcommittees may be composed of members from the community, representative of civic groups or others. A record of the actions of each subcommittee shall be kept by the Subcommittee Chairperson and reported to the Advisory Committee at its next meeting.

Section 2-7029. Conflict with Other Ordinances and Resolutions.

Any earlier adopted ordinance and resolutions of the Town Board of Commissioners pertaining to parks and recreation which are or may become in conflict with the provision of this ordinance are hereby declared to be null and void and of no effect.

Section 2-7030. Effective Date.

This ordinance shall become effective upon adoption by the Town Board of Commissioners. Adopted this 20th day of June, 2000.¹

Section 2-7031 through 2-7039, (Reserved)-¹

Section 2. REPEAL OF CONFLICTING ORDINANCES.

All ordinances or parts of the Code of the Town of Holly Springs conflicting or inconsistent with the provisions of this Ordinance are hereby repealed.

Section 3. SEVERABILITY.

If any section, part of a section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held or declared to be unconstitutional, inoperative or void, such holdings shall not affect the remaining portion of this Ordinance and it shall be construed to have been the legislative intent to pass the Ordinance without such unconstitutional, invalid or inoperative part therein, and the remainder of this Ordinance after the exclusion of such part or parts shall be deemed to be held valid as if such part or parts had not been included therein, or if this Ordinance or any of the provisions thereof shall be held inapplicable to any person, group of persons, property, kind of property, circumstances, or set of circumstances, such holdings shall not affect the applicability thereof to any other person, property or circumstances.

Section 4. INCLUSION IN CODE.

It is the intention of the Board of Commissioners entered as hereby ordained, that the provisions of this Ordinance shall become and be made part of the Code of Ordinances of the Town of Holly Springs, North Carolina; that the Section(s) of this Ordinance may be renumbered or relettered to accomplish such intention, and that the word "Ordinance" may be changed to "Section, or "Article" or other word.

Section 5. EFFECTIVE DATE.

The provisions of this ordinance shall become effective in accordance with the laws of the State of North Carolina.

Adopted this _____ day of _____, 2004.

TOWN OF HOLLY SPRINGS

Attested to:

Linda R. Harper, CMC
Deputy Town Clerk

Dick Sears, Mayor

16.03 Consumption of Alcohol – Town Property

Ordinance No.: 04-10

Date Submitted: August 3, 2004

Date Adopted: August 3, 2004

Effective Date: August 3, 2004

AN ORDINANCE TO AMEND PART 8, CHAPTER 1, SECTION 8-1002 OF THE TOWN CODE OF THE TOWN OF HOLLY SPRINGS, NORTH CAROLINA, (“OFFENSES- DISORDERLY CONDUCT”) TO ALLOW CONSUMPTION OF ALCOHOL IN CERTAIN CIRCUMSTANCES AT BASS LAKE RECREATION CENTER AND AT WOMBLE PARK DURING HOLLYFEST (FORMERLY KNOWN AS SEPTEMBERFEST)

BE IT ORDAINED by the Town Council of Town of Holly Springs, North Carolina that Part 8, Chapter 1, Section 8-1002, of the Town Code, Offenses, Disorderly Conduct, is amended as follows:

Section 1. That the ordinance be amended in the manner attached hereto as Exhibit A, with deletions being designated by a strike-through, and additions designated with an underline.

Section 2. REPEAL OF CONFLICTING ORDINANCES. All ordinances or parts of the Code of the Town of Holly Springs conflicting or inconsistent with the provisions of this Ordinance are hereby repealed.

Section 3. SEVERABILITY. If any section, part of a section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held or declared to be unconstitutional, inoperative or void, such holdings shall not affect the remaining portion of this Ordinance and it shall be construed to have been the legislative intent to pass the Ordinance without such unconstitutional, invalid or inoperative part therein, and the remainder of this Ordinance after the exclusion of such part or parts shall be deemed to be held valid as if such part or parts had not been included therein, or if this Ordinance or any provisions thereof shall be held inapplicable to any person, group of persons, property, kind of property, circumstances, or set of circumstances, such holdings shall not affect the applicability thereof to any other person, property or circumstances.

Section 4. INCLUSION IN CODE. It is the intention of the Town Council, entered as hereby ordained, that the provisions of this Ordinance shall become and be made part of the Code of Ordinances of the Town of Holly Springs, North Carolina; that the Section(s) of this Ordinance may be renumbered or relettered to accomplish such intention, and that the word “Ordinance” may be changed to “Section,” or “Article” or other word.

Section 5. EFFECTIVE DATE. Approved and effective this the 3rd day of August, 2004.

Town of Holly Springs

ATTESTED TO:

Joni Powell, CMC, Town Clerk
Linda Harper, CMC, Deputy Town Clerk

Dick Sears, Mayor

EXHIBIT A

Section 8-1002. Drinking in public places:

- a) It shall be unlawful for any person to display or consume intoxicating beverages on any public street, right-of way, alley, park or other public place except as provided for in this article.
- b) Consumption of malt beverages and unfortified wine shall be permitted at Bass Lake Park during scheduled events at the rented facility and upon proper permit or exception under G.S. §18B provided that consumers abide by the alcohol policy filed with the Town Clerk and the alcohol beverage laws of the state. No fortified wine or liquor is permitted at any time.
- c) Consumption of malt beverages and unfortified wine shall be permitted by a duly-authorized non-profit agency during Hollyfest, in a limited area of the premises at Womble Park.

Section 17: Fees

- 17.01 General Information
- 17.02 Program Fees
- 17.03 Facility Fees
- 17.04 Deposits
- 17.05 Non-Resident Fees
- 17.06 Non-profit Fees
- 17.07 Late Fees
- 17.08 Refunds
- 17.09 Scholarships
- 17.10 Fee Schedule

17.01 Fees – General Information

- A. All methods for establishing fees are set and approved by the Holly Springs Town Council.
- B. All fees are subject to change at the recommendation of staff and the approval of the Holly Springs Town Council.
- C. All fees are due and payable at time of program registration or facility reservation.
- D. Outstanding fees required for any program, activity, or service provided by the Parks and Recreation Department must be paid prior to participation of the program, etc.
- E. Fees are non-transferable.
- F. Town of Holly Springs employees who are non-residents may pay the resident fee for Parks and Recreation services.
- G. The Town of Holly Springs assesses a \$15 service charge on all returned checks.

17.02 Program Fees

- A. Program fees vary and are based on the type of program or activity offered.

17.03 Facility Fees

- A. All facility rental fees are based on hourly or daily rates.

17.04 Deposits

- A. Facility rentals require a deposit and vary based on the type of facility. See specific facility for amount required.
- B. Facility deposit refunds, if granted, are processed at the end of the month in which the rental takes place.

17.05 Non-Resident Fees

- A. Non-resident fees are twenty (20) percent higher than resident fees.
- B. A non-resident is defined as a person living outside the municipal Town of Holly Springs limits who does not pay a Town water bill or taxes.
- C. Non-resident fees apply to all programs and services offered by the Parks and Recreation Department.
- D. Town of Holly Springs employees who are non-residents may pay the resident fee for Parks and Recreation services.

17.06 Non-Profit Fees

- A. Holly Springs based Non-profit groups are eligible for a twenty-five percent (25%) discount on the regularly hourly rental rate for rooms at the Hunt Community Center, Cultural Center and the Bass Lake Retreat Center. The discount is allowed on room reservations only during the hours of 8:00 am - 2:00 pm, Monday through Friday, not to include weekends or holidays.
- B. Holly Spring based Non-profit groups may include but are not limited to churches, civic groups, PTA's, and government agencies. To be considered a Non-profit group the organization must meet one of the following criteria: 1) IRS 501©(3) status; or 2) Any entity organized and operated exclusively for charitable, philosophical, scientific testing for public safety, literary or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals, provided that no part of the entity's net earnings goes to the benefit of any private shareholder or individual and the organization does not substantially participate in political or lobby activity, and so long as the organization has not had a previous 501©(3) status revoked. Note: If the organization does not have a 501©(3) status and wishes to be considered a "charitable organization" according to the definition above they should present one of the following: Articles of Incorporation, By laws, Mission Statement/Documents Example: PTA's, Masonic Lodge, Kiwanis Club, local churches, etc. are considered "charitable organizations", Homeowners Associations are not.

17.07 Late Fees

- A. Late fees are assessed on registrations or payments received after the program registration deadline.
- B. Late fees vary and are based on the type of program or activity offered. Late fees are non-refundable.

17.08 Refunds

- A. Facility reservation fees are refundable.
 - Damage deposits are returned at the end of the month provided your rental space is left in “as rented” condition with floors swept, tables clean, and chairs clean. Client is not required to break down tables and chairs.
 - A refund of all damage deposits and 90% of the rental fees will be issued if the renter cancels the reservation sixty (60) or more days in advance of rental. A refund of all damage deposits and 50% of the rental fees will be made if the renter cancels within fourteen (14) and fifty nine (59) days in advance of rental.
 - No refund or credits will be granted for cancellations by the renter with less than 14 days notice.
 - Cancelled rentals may be rescheduled, without penalty as long as cancellation is made at least 14 business days prior to the rental date (subject to availability). All fees and deposits may be transferred to rescheduled rental. Reschedule date must be confirmed no later than 30 days after initial rental date.
 - The Town of Holly Springs reserves the right to cancel reservations if such cancellation is deemed to be in the best interest of the Town if the facility is closed due to Acts of God. A full refund will be made if the Town cancels the Rental.
- B. All program fee refunds, if granted, are assessed a \$15 administrative fee unless requested refund is due to a medical hardship. Medical hardship must be determined and approved by appropriated program manager.
- C. If the program activity fee is less than \$15, a refund will not be issued.
- D. If the parks and recreation department cancels a program or activity, a full refund will be given.

17.09 Scholarships

- A. An individual or family's inability to pay for services does not exclude participation. A scholarship may be requested for children and adults.
- B. Formal proof of need is required. Formal proof of need is defined as documentation from a state or county agency that has already determined a participant's need for monetary assistance. Examples: A letter from Wake County Public School System (WCPSS) stating a child receives free or reduced lunches; a letter from Wake County Human Services; request for assistance by a Guidance Counselor with WCPSS.
- C. Requests for scholarships must be in writing and addressed to the Parks and Recreation Director. Request letters should state, in detail, the reason(s) for requesting the scholarship.
- D. Scholarship decisions are made on an individual case by case basis.

17.10 Fee Schedule

Youth Athletics

Youth Athletic Resident Fee per Individual	\$50.00
Youth Athletic Non-Resident Fee per Individual	\$60.00
Activity Resident Late Fee	\$10.00
Activity Non-Resident Late Fee	\$12.00
Multi-Child Reduction (does not apply to late registrations)	Fee Reduced by \$5.00
Refund Administrative Fee (if activity fee exceeds \$15)	\$15.00

Adult Athletics

Basketball Registration Fee per team	\$400.00
- Non-Resident Fee per Individual	\$8.00
Softball Registration Fee per Team	\$450.00
- Non-Resident Fee per Individual	\$9.00
Soccer Registration Fee per Team	\$350.00
- Non-Resident Fee per Individual	\$7.00
Volleyball Registration Fee per Team	\$300.00
- Non-Resident Fee per Individual	\$6.00
Ultimate Frisbee Registration Fee per Team	\$200.00
- Non-Resident Fee per Individual	\$4.00
Dodgeball Registration Fee per Individual	\$75.00
-Non-Resident Fee per Individual	\$2.00
Late Fee per Team	\$25.00

Hunt Center Youth, Teen and Adult Leisure Programs

Fees are based on the particular activity and the actual costs associated with implementing the program, trip, and/or class. The cost may be contingent upon co-sponsorship.

Refund Administrative Fee (if program fee exceeds \$15) \$15.00

Bass Lake Park Youth, Teen and Adult Programs

Fees are based on the particular activity and the actual costs associated with implementing the program, trip, and/or class. The cost may be contingent upon co-sponsorship.

Refund Administrative Fee (if program fee exceeds \$15) \$15.00

Cultural Center Youth, Teen and Adult Programs

Fees are based on the particular activity and the actual costs associated with implementing the program, trip, and/or class. The cost may be contingent upon co-sponsorship.

Refund Administrative Fee (if program fee exceeds \$15) \$15.00

Senior Programs

Fees are based on the particular activity and the actual costs associated with implementing the program, trip, and/or class. The cost may be contingent upon co-sponsorship.

Daytime Instructional Activity Classes Starting at \$2.00

Special Events Starting at \$2.00

Refund Administrative Fee (if program fee exceeds \$15) \$15

After School Program

After School Resident Fee per Month (Traditional) \$88.00

After School Non-Resident Fee per Month (Traditional) \$96.00

Non-Refundable Registration Fee \$30.00

Late Payment Fee per Day per Child \$1.00

Late Pick Up Fee per 15 Min. Increments \$10.00

Multi-Child Reduction Fee Reduced by \$5.00

Refund Administrative Fee \$15.00

Track Out Program

Track Out Resident Fee per session \$300.00

Track Out Non-Resident Fee per session \$360.00

Summer Camp Program

Basic Camp Resident Fee per Week \$60.00

Basic Camp Non-Resident Fee per Week \$72.00

Specialty Camp Fee Resident Fee per Week \$100.00

Specialty Camp Non-Resident Fee \$120.00

Late Pick Up Fee per 15 Min. Increments \$10.00

Multi-Child Reduction Fee Reduced by \$5.00

Refund Administrative Fee \$15.00

Fitness Room

One Month Pass (Resident and Non-Resident) \$15.00

Twelve Month Pass (Resident and Non-Resident) \$118.00

Fitness Card Replacement Fee \$5.00

Refund Administrative Fee Fitness Room Fees are Non-Refundable

Facility Rentals

Hunt Community Center Rooms

Resident Rental Fee per Hour \$20.00

Non-Resident Rental Fee per Hour \$24.00

Non-Profit Resident Rental Fee per Hour \$15.00

Required Deposit for Rentals Exceeding 3 Hours \$25

Room Set up Fee	\$1 per Table/\$.25 per Chair	
Hunt Community Center Cafeteria		
Resident Rental Fee per Hour	\$35	
Non-Resident Rental Fee per Hour	\$42	
Non-Profit Resident Rental Fee per Hour	\$26	
Required Damage Deposit	\$50	
Room Set up Fee	\$1 per Table/\$.25 per Chair	
Hunt Community Center Gymnasium		
Resident Rental Fee per Hour	\$25	
Non-Resident Rental Fee per Hour	\$30	
Required Deposit for Rentals Exceeding 3 Hours	\$25	
Resident Scoreboard/Clock Rental Fee	\$25 plus \$12 per Hour for Operator	
Non-Resident Scoreboard/Clock Rental Fee	\$30 plus \$14 per Hour for Operator	
Womble Park Picnic Shelter		
Resident Half Day Rental Fee	\$37.50	
Non-Resident Half Day Rental Fee	\$45	
Resident Full Day Rental Fee	\$75	
Non-Resident Full Day Rental Fee	\$90	
Required Damage Deposit	\$25	
Athletic Fields		
Resident Field Rental Fee per Hour	\$20	
Non-Resident Field Rental Fee per Hour	\$24	
Resident Light Fee per Hour	\$15	
Non-Resident Light Fee per Hour	\$18	
Resident Field Preparation Fee	\$30	
Non-Resident Field Preparation Fee	\$36	
Resident Scoreboard/Clock Rental Fee	\$25 plus \$12 per Hour for Operator	
Non-Resident Scoreboard/Clock Rental Fee	\$30 plus \$14 per Hour for Operator	
Tournament Athletic Field Use – Baseball/Softball Fields		
1 Field Half Day Rental Fee	\$200	
1 Field Full Day Rental Fee	\$300	
Full Wheel (4 Fields) All Day Rental Fee	\$550	
Full Wheel 2 Days Rental Fee	\$1000	
Full Wheel 2 ½ Days Rental Fee	\$1300	
Required Damage Deposit per Field	\$100	
Field Preparation Fee per Field	\$20	
Scorer's Tower Rental Fee per Day	\$80	
Scorer's Tower Rental Fee per Weekend	\$150	
Team User Fee per Team	\$45	
Tournament Athletic Field Use – Soccer		
	U10 & Under	U12& Up
1 Field 1/2 Day (up to 6 hrs) Rental Fee	\$200	\$210
1 Field Full Day (8am to dark) Rental Fee	\$300	\$310
For Profit 4 Fields All Day Rental Fee	\$550	\$560
For Profit 4 Fields 2 Days Rental Fee	\$1000	\$1010
For Profit 4 Fields 2 ½ Days Rental Fee	\$1300	\$1310
Required Damage Deposit per Field	\$100	
Field Preparation Fee per Field	\$20	
Team User Fee per Team For Profit	\$45	
Womble Park Bandshell		
Resident Half Day Rental Fee	\$37.50	
Non-Resident Half Day Rental Fee	\$45	
Resident Full Day Rental Fee	\$75	
Non-Resident Full Day Rental Fee	\$90	
Required Damage Deposit	\$25	

Bass Lake Park and Retreat Center

Facility Rental

Conference Room Resident Rental Fee per Hour	\$62.00
Conference Room Non-Resident Rental Fee per Hour	\$75.00
Non-profit Conference Room Resident Rental Fee per hour	\$46.00
Conference Room Required Damage Deposit	\$100.00
Deck Resident Rental Fee per Hour	\$25.00
Deck Non-Resident Rental Fee per Hour	\$30.00
Non-profit Deck Resident Rental Fee per Hour	\$19.00
Alcohol Deposit	\$100.00
Weekend Wedding Package	\$1000.00
Non-Resident Weekend Wedding Package	\$1200.00
Weekday Business Package	\$150.00
Non-Resident Weekday Business Package	\$180.00
Public Safety Officer per Hour (Required w/ alcohol)	Starting at \$30.00
Resident After-hours Staffing Fee per Hour	\$20.00
Non-Resident After-hours Staffing Fee per Hour	\$24.00
Resident Set Up Fee for Tables and Chairs per Day	\$25.00
Non-Resident Set Up Fee for Tables and Chairs per Day	\$35.00
Resident Audio/Video Equipment Rental Fee per Day	\$35.00
Non-Resident Audio/Video Equipment Rental Fee per Day	\$45.00
Boat and Canoe Rental	
Canoe Rental Fee per Hour	\$4.00
Jon Boat Rental Fee per Hour	\$3.00
Jon Boat with Trolling Motor Rental Fee per Hour	\$8.00

Cultural Center

Room Rental

Board Room Resident Fee per Hour	\$30.00
-Non-Resident Fee per Hour	\$36.00
-Non-Profit Fee per Hour	\$22.50
Holly A Resident Fee per Hour	\$30.00
-Non-Resident Fee per Hour	\$36.00
-Non-Profit Fee per Hour	\$22.50
Holly B Resident Fee per Hour	\$30.00
-Non-Resident Fee per Hour	\$36.00
-Non-Profit Fee per Hour	\$22.50
Carolina Room Resident Fee per Hour	\$30.00
-Non-Resident Fee per Hour	\$36.00
-Non-Profit Fee per Hour	\$22.50
Kitchen Resident Fee per Hour	\$10.00
-Non-Resident Fee per Hour	\$12.00
-Non-Profit Fee per Hour	\$7.00
Weekday Business Package Resident Fee (9 am-5 pm)	\$80.00
-Non-Resident Fee per Hour	\$96.00
Weekend Wedding Package Resident Fee	\$1000.00
-Non-Resident Fee per Hour	\$1200.00
Weekend Conf/Seminar Pkg Resident Fee	\$800.00
-Non-Resident Fee	\$960.00
-Non-Profit Fee	\$600.00
Alcohol Deposit	\$100.00
Theater - Private Events, Monday-Saturday, all times	
Resident Rental Fee per Hour	\$125
Non-resident Rental Fee per Hour	\$150
Reservation Fee	\$25
Required Damage Deposit	\$100

Theater - Dinner Theater or Dance Set-up w/ dance floor, all days and times	
Resident Rental Fee per Hour	*Minimum of \$320 versus \$3.20 per ticket sold
Non-resident Rental Fee per Hour	*Minimum of \$384 versus \$3.84 per ticket sold
*Rental fee is the higher of the two amounts based on ticket sales	
Reservation Fee	\$25
Required Damage Deposit	\$100
Theater - Friday-Saturday Evenings, 5pm-11pm	
Resident Rental Fee per Hour	*Minimum of \$240 versus \$2.40 per ticket sold
Non-resident Rental Fee per Hour	*Minimum of \$288 versus \$2.88 per ticket sold
*Rental fee is the higher of the two amounts based on ticket sales	
Reservation Fee	\$25
Required Damage Deposit	\$100
Theater - Monday-Thursday Evenings, 5pm-10pm	
Resident Rental Fee per Hour	*Minimum of \$160 versus \$1.60 per ticket sold
Non-resident Rental Fee per Hour	*Minimum of \$192 versus \$1.92 per ticket sold
*Rental fee is the higher of the two amounts based on ticket sales	
Reservation Fee	\$25
Required Damage Deposit	\$100
Theater - Monday-Saturday, Matinee, 9am-12pm, 10am-1pm, 2pm-5pm	
Resident Rental Fee per Hour	*Minimum of \$80 versus \$.80 per ticket sold
Non-resident Rental Fee per Hour	*Minimum of \$96 versus \$.96 per ticket sold
*Rental fee is the higher of the two amounts based on ticket sales	
Reservation Fee	\$25
Required Damage Deposit	\$100
Theater - Performing Arts Alliance - Dinner Theater or Dance Set-up w/ dance floor, all days and times	
Arts Alliance Rental Fee per Hour	*Minimum of \$200 versus \$2.00 per ticket sold
	Plus 10 complimentary tickets per show for staff
*Rental fee is the higher of the two amounts based on ticket sales	
Theater - Performing Arts Alliance - Friday-Saturday Evenings, 5pm-11pm	
Arts Alliance Rental Fee per Hour	*Minimum of \$150 versus \$1.50 per ticket sold
	Plus 10 complimentary tickets per show for staff
*Rental fee is the higher of the two amounts based on ticket sales	
Theater - Performing Arts Alliance - Monday-Thursday Evenings, 5pm-10pm	
Arts Alliance Rental Fee per Hour	*Minimum of \$125 versus \$1.25 per ticket sold
	Plus 10 complimentary tickets per show for staff
*Rental fee is the higher of the two amounts based on ticket sales	
Theater - Performing Arts Alliance - Monday-Saturday, Matinee, 9am-12pm, 10am-1pm, 2pm-5pm	
Arts Alliance Rental Fee per Hour	*Minimum of \$100 versus \$1.00 per ticket sold
	Plus 10 complimentary tickets per show for staff
*Rental fee is the higher of the two amounts based on ticket sales	
Theater - Performing Arts Alliance - Rehearsals, session times to be determined based on availability	
Arts Alliance Rental Fee per Hour	No charge for rehearsal space
Theater - Performing Arts Alliance - Technical Director	
Arts Alliance Rental Fee per Hour	\$10
Theater - Rehearsal w/ Sound, Lights & Tech Resident Rental Fee	\$80
Per 4-hour block	
Theater - Rehearsal w/ Sound, Lights & Tech Non-Resident Rental	\$96
Fee per 4-hour block	
Theater - Rehearsal w/o Sound, Lights & Tech Resident Rental Fee	\$40
Per 4-hr block	
Theater - Rehearsal w/o Sound, Lights & Tech Non-Resident Rental Fee	\$48
Per 4-hr block	
Springs Outdoor Stage Non-Performance Resident Rental Fee per Hour	\$50
Springs Outdoor Stage Non-Performance Non-Resident Rental Fee per Hour	\$60
Springs Outdoor Stage Performance Resident Rental Fee per Day	\$150
Springs Outdoor Stage Performance Non-resident Rental Fee per Day	\$180

Weekend Wedding Package Resident	\$1,000
Weekend Wedding Package Non-Resident	\$1,200
Special Weekend Conference/Seminar Package Resident	\$800
Special Weekend Conference/Seminar Package Non-resident	\$960
Weekday Business Meeting Package Resident Rental Fee per Day	\$80
Weekday Business Meeting Package Non-Resident Rental Fee per Day	\$96