



**POLICY**  
**Rental Policy**

**DCRP Advisory Board Recommended: 10/16/2024**  
**Board of Commissioner Adopted: 11/04/2024**

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**I. PURPOSE**

The purpose of this policy is to establish clear expectations for individuals, businesses, and organizations of any type that rent, or lease facilities managed by Davie County Recreation and Parks herein referred to as "DCRP". In accordance with the department's annually adopted fee schedule and the policies outlined below, DCRP is authorized to rent or lease facilities, properties, and/or equipment located at Davie County Community Park, 151 Southwood Drive, Mocksville, North Carolina 27028, and Brock Recreation Center, 644 North Main Street, Mocksville, North Carolina 27028.

**II. RENTAL CLASSIFICATIONS**

DCRP places all rental types into five recognized categories. The process of making rental reservation may vary slightly. However, any rental not classified under "General Rentals" shall comply with its individual classification process in addition to the "General Rentals" processes herein.

1. **General Rentals** may include and are not limited to:
  - o Parties for anniversaries, birthdays, gender reveals, receptions, showers, etc.
  - o Meetings for business, classes, clubs, Corporations, HOAs, seminars, etc.
2. **Athletic Rentals** may include and are not limited to:
  - o Camps, clinics, combines, games, leagues, matches, practices, tournaments, etc.
  - o Athletic events include and are not limited to competition between two or more participants and/or teams but does not include practices or athletic settings where competition is not anticipated.
3. **Special Event Rentals** may include and are not limited to:
  - o Community-wide events open to the public. (whether partial or full day)
  - o Private or fundraising events.
  - o Ticketed events open to the public.
  - o Private ticketed events.
4. **Splashpad Rentals** include:
  - o Splashpad exclusives.
  - o Splashpad add-ons.
5. **Dog Park Rentals** may include and are not limited to:
  - o Adoptions, birthdays, clinics, competitions, demonstrations, dog breed meet-up, etc.

### III. GENERAL RENTALS

#### Rental Process

- DCRP's facility rentals webpage can be accessed [here](#) for the following information:
  - General inquiries
  - Park maps (indoor and outdoor)
  - DCRP Fee Schedule
  - DCRP Code of Ordinances
  - DCRP Alcohol Policy
  - Complete a facility rental request, athletic rental request form, or special event permit application. *(See rental classifications above to determine the correct form to complete.* [Click here](#) to choose the correct rental request form.
- Any individual or group representative must be at least 21 years of age to reserve the use of a facility.
- Renter(s) shall be responsible for choosing a realistic allotment of rental time for a rental/event. Rental time includes the following:
  - Initial arrival and access a renter needs for **set up** of rental.
  - The time of the **actual rental**.
  - Post access a renter needs for **clean-up** of rental until exit.
- Rental reservations are required at least 14 days prior to the reservation date or first reservation date (for multiple rental dates).
- Full payment is required at least 14 days prior to the reservation date or first reservation date (for multiple rental dates).
- Changes to a rental reservation agreement are not permissible within 14 days prior to the/first reservation date.
- Renter(s) shall pay DCRP a rental fee and refundable damage deposit for the use of the facility/property, and/or equipment based on an adopted fee schedule.
  - To secure a reservation date, renter(s) may choose to:
    - A. Pay in full, the total cost of the refundable damage deposit and rental fee, or
    - B. Pay a deposit amount, which includes the total cost of a refundable damage deposit plus 30% of the total rental cost. The 30% is a non-refundable portion of the rental fee in case of cancellation of any kind.
- To cancel a reservation event and/or request a refund, the renter(s) must submit an email to DCRP: [RecTeam@daviecountync.gov](mailto:RecTeam@daviecountync.gov). A written letter (delivered via postal mail or in-person) is acceptable. Non-written or verbal communications to cancel a rental event are not acceptable.
- The facility is rented/available for usage AS IS. Each renter/user group is responsible for any and all arrangements, activity supervision, well-being and orderly conduct of all persons involved with event, set-ups, equipment, clean-up, etc. relating to the event, program or activity.
- All rental activities must cease at 10:00 p.m.
- DCRP will provide additional rental information based on your rental classification.
- DCRP staff has the right to refuse a facility rental request for agreement for just cause.
- Renter must be present for the duration of the reserved rental time.

## **Damage Deposit**

- Renter(s) accept full financial responsibility for any damages to facility, grounds, premises, or equipment caused by renter's employees, assistants, audience or guests.
- The refundable damage deposit applies toward repairing, replacing any damage to the facility, property, and/or equipment damaged/stolen by the renter or their guests. The refundable damage deposit is forfeit if any facility/property is not left clean and in order following the use. Extensive clean up including and not limited to floor scrubbing and trash cleaning shall result in forfeiture of the refundable damage deposit and possible additional fees charged back to the renter. County may issue a refund for any unused portion of the refundable damage deposit to the renter no later than thirty-(30) days after the date of use.
- Renter(s) exceeding the reserved rental period (initial time or post time) identified in the rental agreement are not eligible for a damage deposit refund.
- DCRP shall not be liable or responsible to the renter for any damages/lost items that may occur during the rental period.

## **Certificate of Insurance (COI)**

Dependent upon rental classification, County or department codes, policies and/or ordinances, the renter may be required to provide DCRP proof of general liability insurance and shall have the County of Davie (123 South Main St., Mocksville, NC 27028) named as an additional loss-payee on said policy.

Rental classification, County or department policies and/or code of ordinances will determine if a COI is required. If required, the renter must provide DCRP proof of general liability insurance and shall have the County of Davie (123 South Main St., Mocksville, NC 27028) named as an additional loss-payee on said policy. General liability coverage per occurrence must be a minimum of \$1,000,000.00 and aggregate of \$2,000,000.00.

Renter(s) shall submit the certificate of liability insurance to DCRP Staff at least 14 days prior to the rental date specified above. Email COI to: [RecTeam@DavieCountyNC.gov](mailto:RecTeam@DavieCountyNC.gov)

Formal organizations such as non-profits or private businesses must provide a Certificate of Insurance. This includes athletic associations, churches, private companies (example: an individual doing private or group lessons), non-profit charity organizations, tournament groups. Renter must also provide a Certificate of Insurance if using any third party vendor at the event (DJ, food truck/caterer, etc.).

## **Additional Fees**

Dependent upon rental classification and type, there may be opportunities to include or change features to the rental for an additional fee(s) as approved in the fee schedule.

Rental classification and type may provide options or opportunities to include or change features to the rental for an additional fee(s) as approved in the fee schedule.

- ✓ Staff set up fee (per set of 10 tables/chairs)
- ✓ Sport equipment set up fee (limited availability per event)
- ✓ Change of date fee (per event)

- ✓ Day before set up fee (up to four hours and during normal operational hours)
- ✓ Vinyl gym floor cover fee (staff set up-break down per event)
- ✓ Linen fee (per linen, rectangle or round, navy or white)
- ✓ Chair cover fee (per cover)
- ✓ Pipe and drape fee (per 10 foot section)
- ✓ Sound system fee (per day for 2 speakers, microphones, and stands)
- ✓ Projector use fee – HDMI/VGA hook up, laptop not included (per event)
- ✓ Special event permit (standard, no-alcohol per event)
- ✓ Special event permit (standard, with-alcohol per event)
- ✓ Knockerball party package (up to 10 knockerballs per event)
- ✓ Ballfield or Stadium lights fee (per hour)
- ✓ Stadium press box fee (per day)
- ✓ Gate/Admission fee (per day)
- ✓ Concession rights (per day)
- ✓ Ballfield maintenance for games (1-dragging, lining, base placement per day)

### **Set Up (Indoor Tables/Chairs)**

- Tables and chairs are provide upon request for indoor rentals only at no cost, if available. Any other tables, chairs or equipment brought in by the renter must be protected by carpet, padding or tennis felt for the protection of any indoor facility flooring.
- If renter has requested and paid for DCRP Staff to set-up tables and/or chairs, a detailed drawing of the set up must to be provide no later than 14 days prior to rental date.

### **Compliance**

- Renter(s) shall use and occupy the facility, property and premises in a safe and careful manner; shall comply with all applicable [DCRP Code of Ordinances](#), county, municipal, state, and federal laws; all posted rules and regulations prescribed by the fire departments, fire marshal, law enforcement, and other governmental authorities which may be in full force and effect during the rental. In the event that the renter violates any rules or regulations, the facility rental contract will automatically terminate and the renter shall leave the facility and premises immediately. The renter shall not receive any refund for the rental.
- **Decorations**
  - Open flames are not permissible on park property. All candles must have globes covering the flame. Floating water candles are permissible.
  - No confetti, glitter, orbeez and/or any similar decorations.
  - Affixing of any material to chairs, tables, picnic tables, shelter beams, walls, ceilings, windows or light fixtures is prohibited with the exception of using scotch tape or painters tape. Vinyl floor tape is the only acceptable tape for any non-carpeted flooring

- Remove all decorations at the end of the event with no trace. This includes any affixing tape. All trash from event must be properly disposed of in the dumpster located outdoors on the park premises.
- No dragging of any coolers or equipment without wheels across any facility or gymnasium floors.
- **Cleaning**
  - Renter must clean rented facilities, including but not limited to tables, chairs, floors, bleachers, concession stands, gymnasium, meeting rooms, restrooms, shelters, parking lot, etc.
  - Renter(s) must provide their own cleaning supplies and 44-gallon trash bags. Trash cans will contain Initial trash bag liners for your usage. The renter is responsible for the proper disposal of all trash accumulated during your rental. Renter(s) must use own trash can liners to replace any liner removed and taken to the outside dumpster.
- DCRP requires renter(s) to have proper approval and permits by DCRP and State of North Carolina ABC commission before alcohol (for sale or consumption) is permissible on premises,
- No weapons, explosives, fireworks, smoking and vaping of any kind are permissible on DCRP properties.
- No illegal drugs whatsoever on park and facility premises (including the parking lot).
- No dumping/littering.
- Renter(s) must stay confined to the reserved facility for the event activity and people attending. All other areas of said facility are off limits.
- Children twelve (12) and under must be accompanied by an adult (18+) at all times.
- Renter(s) or any of its representatives, associates, or subcontractors shall not drive or park a vehicle or trailer on the stadium track or in/on any grassed area of the park property without permission from DCRP.
- **UNDER NO CIRCUMSTANCE** shall any motorized vehicle drive onto or through any park, grounds other designated parking areas. Gated or bollard access points may only be accessed by motorized vehicles only by expressed written permission from the DCRP administrative team (Recreation and Park's Director, Marketing and Special Events Coordinator, Athletic Program Director, or Customer Care Administrator). Any request to access gated or bollard areas must be made at least one (1) week in advance. Any request made inside one (1) week shall be denied. Furthermore, renter acknowledges and understands that if any motorized vehicle used by the renter or third party used by renter drives onto any park grounds other than designated parking areas without expressed written permission from DCRP administrative team, shall result in forfeiture of the renter's damage deposit.

### **Cancellations/Refunds**

- To cancel a reservation event and/or request a refund, the renter(s) must submit an email to DCRP: [RecTeam@daviecountync.gov](mailto:RecTeam@daviecountync.gov). A written letter (delivered via postal mail or in-person) is acceptable. Non-written or verbal communications to cancel a rental event are not acceptable.

- DCRP shall not accept any refund requests during an event or program facilitation including on/off-site programs, or other facilities.
- Refunds are based on the following conditions:
  - Cancellations 14 days or more prior to rental date are eligible to receive a refund minus 30% non-refundable portion of the rental fee.
  - Cancellations made less than 14 days prior to rental date are not eligible for any refund.

### **Exceptions**

- Cancellations due to death or trauma to an immediate family member are eligible to receive a refund minus (less) the 30% non-refundable portion of the rental fee. Immediate family includes a mother, father, son, daughter or grandparent.
- Cancellation of outdoor rentals due to inclement weather and unsafe conditions directly related to inclement weather may be eligible for the following options:
  - A. Receive a refund in the form of a credit to the customers ActiveNet account. Renter(s) may use this credit within 365 days for any future program, event, or rental, at DCRP facilities.
  - B. Receive a rental refund including damage deposit minus (less) the 30% portion of the rental fee.
  - C. Choice A or B above requires renter(s) to inform the DCRP Team in writing at least 24 hours in advance of rental cancellation due to inclement weather.
  - D. Rental events (general, athletic or special) forced to cancel due to inclement weather and during the actual rental period may receive a partial refund for unused hours.
  - E. Choice D above requires renters(s) to inform the DCRP Team in writing, and at least 12 hours following event cancellation.
  - F. DCRP has the right to deny a refund in the form of a credit if they believe the rental cancellation is not directly due to inclement weather that can pose a health or safety concern for rental reservations.
- Long-term rentals must give thirty day (30) notice when cancelling their permit to avoid forfeiting their deposit.

### **Refunds in General**

- Renter(s) shall acknowledge, accept, and understand rental fees, including deposits are set forth in the approved fiscal year DCRP fee schedule.
- Renter(s) shall acknowledge, accept, and understand that Davie County shall not be responsible nor shall it issue any refunds due to event(s) attendance, just cause, marketing, sales of any kind, or weather conditions less than 14 days prior to and during the event date, nor responsible for costs incurred by the renter(s).
- Renter(s) shall acknowledge, accept, and understand that Davie County shall not be responsible nor shall it issue any retroactive rental refunds if any update and adoption to this "Rental Policy" are made, which may, in the future allow for refunds.

#### IV. **ATHLETIC RENTALS**

##### **Rental Process**

See applicable "Rental Process" above, under "General Rentals". Potential renters who seek to reserve athletic facilities including and not limited to: games, tournaments, camps, combines, or other athletic events must complete an athletic rental request form. To reserve a facility for athletic practice, please contact the Administrative Athletic Office 336-753-6742 or send an inquiry to [RecTeam@daviecountync.gov](mailto:RecTeam@daviecountync.gov).

##### **Facilities Available**

All facilities for tournament play can start as early as 7:00 a.m. and must close at dusk and/or no later than at 10:00 p.m., unless otherwise approved by DCRP Administrative Staff.

Davie County Community Park

- Baseball: 325' field with a portable mound available upon request. Bases lengths can be set at 60', 70', or 90'.
- Stadium: Turf field lined for regulation football and soccer. Includes Track, Stadium Bleachers, Press Box, and Concession Stands (2).
- Multipurpose Field: Grass field – estimated 200' by 200'
- Indoor Gymnasiums (2), Basketball Courts (2), Volleyball Courts (2), Pickleball Courts (5).
- Horseshoe and Bocce Ball Courtyard: Horseshoe Pitts (2), Bocce Ball Courts (2).

Brock Recreation Center

- Indoor Gymnasiums (1): Basketball Courts (1), Volleyball Courts (1), Pickleball Courts (2).

##### **Field Preparation (Games)**

- All fields will be prepared (once per day) according to the specifications of the renter prior to the first game. Renter must submit final specifications for all fields and game schedules by Wednesday prior to the game/tournament to: [RecTeam@daviecountync.gov](mailto:RecTeam@daviecountync.gov).
- DCRP may provide their equipment, tools and supplies (rakes, lime dust and marking equipment) to the renter only if further re-marks/field maintenance is needed. However, county owned machinery or drags may not be used by the organization.

##### **Additional Needs (fees apply)**

- **Day Before Set-Up:** Allows renter up to 4-hours mx to set-up the day prior to athletic event during normal operational hours, if available. DCRP will provide renter a set-up time to complete set-up. If renter exceeds past the provided time, renter will forfeit the refundable damage deposit.
- **Concession Rights:** Renter may opt to sell concessions in approved areas. All food and drink must be pre-packaged. Anything cooked and served on-site must first receive approval by the Davie County Health and Human Services Department (336)-753-6780 and have proper permit on hand.
- **Gate/Admission:** Allows renter to sell gate tickets (on-site or online) for spectator entry to the athletic event. One (1) Law Enforcement Officer (Davie County Sheriff Department) is required to be present. If no gate tickets are required, it is highly recommended that the renter contact the Davie County Sheriff Office (336) 751-6238 to notify them of an athletic event being facilitated. Appearances from Law Enforcement throughout the athletic event are a good community representation.

- **Press Box Usage (Stadium only):** Renter may request access to the stadium press box. Individuals must be at least 18 years old to access the press box and equipment.  
**Renters who need use of the scoreboard and/or 25 sec clock must rent the press box.**
- **Stadium Lights:** Renter may request stadium lights. DCRP staff will provide renter with location of light box prior to rental date.

### **Emergency Medical Personnel and Law Enforcement**

Renters are responsible for understanding and acknowledging all potential risks associated with hosting sports and athletic events. Therefore, DCRP will strongly recommend, and may require, that renters provide on-site Emergency Medical Responders (EMS or Rescue Squad) and/or Law Enforcement personnel. Renters are liable for ensuring adequate Law Enforcement and Emergency Medical Personnel are present for the athletic event, including crowd and traffic control. Additionally, renters are responsible for all costs associated with the providing of Law Enforcement and Emergency Medical Personnel (if applicable).

### **Certificate of Insurance (COI)**

The renter will be required to provide DCRP proof of general liability insurance and shall have the County of Davie (123 South Main St., Mocksville, NC 27028) named as an additional loss-payee on said policy. General liability coverage per occurrence must be a minimum of \$1,000,000 and aggregate of \$2,000,000. The renter shall submit their Certificate of Liability Insurance to DCRP at least 14 days prior to the rental date specified above. Email COI to: [RecTeam@DavieCountyNC.gov](mailto:RecTeam@DavieCountyNC.gov)

Formal organizations such as non-profits or private businesses must provide a Certificate of Insurance. This includes athletic associations, churches, private companies (example: an individual doing private or group lessons), non-profit charity organizations, and tournament groups. The renter must also provide a Certificate of Insurance if using any third party vendor at the event (DJ, food truck/caterer, etc.).

### **Compliance (in addition to General Rental Compliance)**

- Parking is permissible in parking lots only. Vehicles may not park or traverse on the park grass, sidewalks, trails, track, fields, etc. Renter is responsible for parking of cars and traffic control.
- No jumping over or climbing park fencing at any time.
- No kicking or throwing athletic equipment (i.e. balls), batted or thrown against fencing or buildings.
- DCRP does not provide scorekeepers.
- Renter(s) may not post, hang, or erect signage, banners, tents, equipment or other apparatus unless the use and location receives prior approval from DCRP.
- If deemed necessary, DCRP reserves the right to require the renter to obtain additional portable restroom facilities, dumpsters, security, etc., at their own expense.
- **Cleaning:** Renter must clean rented facilities, including but not limited to athletic grounds, floors, bleachers, concession stands, restrooms, parking lot, etc. Renter(s) must provide their own cleaning supplies and 44-gallon trash bags. Trash cans will

contain Initial trash bag liners for your usage. The renter is responsible for the proper disposal of all trash accumulated during your rental. Renter(s) must use their own trashcan liners to replace any liner removed and taken to the outside dumpster.

### **Inclement Weather**

- DCRP Staff will make the final determination as to the playability of outdoor fields. The renter will take responsibility of damages caused by playing on wet fields.
- As a matter of safety and precaution, all activities must come to a stop if thunder is heard or lightning is seen during rental time. All participants, organizers, and spectators are to return to their cars and wait 30 minutes from the last sound of thunder or sight of lightning before resuming. NO EXCEPTIONS. The event may resume 30 minutes after last sound of thunder or sight of lightning.
- See "General Rentals" "Cancellations/Refunds" for information regarding cancellations and refunds due to inclement weather or unsafe conditions due to inclement weather.

## **V. SPECIAL EVENTS**

### **Rental Process**

See "Rental Process" above, under General Rentals. Potential renters must complete a special event online application. Potential renters who are not sure if their event is classified as a special event are encouraged to contact the DCRP Team at 336-753-TEAM (8326) or send an inquiry to: [RecTeam@daviecountync.gov](mailto:RecTeam@daviecountync.gov).

### **Facilities Available**

Facilities for the use of hosting a special event can start as early as 7:00 a.m. and must close at dusk and/or no later than at 10:00 p.m., unless otherwise approved by DCRP Administrative Staff.

### **Davie County Community Park**

- Outdoor Amphitheater: 43'Wx38'Lx12'8"H, with 800amp AV hook ups.
- Civic Green: Outdoor green space with concrete walkway.
- Stadium: Turf field lined for regulation football and soccer. Includes Track, Stadium Bleachers, Press Box, and Concession Stands.
- Multipurpose Field: Grass field – Estimated area 200'x200'
- Gymnasium (2): Standard gym with one full set of bleachers accessible to both front and rear lobby, Auxiliary gym with one set of bleachers.
- Meeting Rooms (7): Throughout the facility – varies in size.
- Parking Lot: 655 spaces, Southwood drive and Hwy601/S. Salisbury Street entry points.
- Shelters (2): Large Shelter – Located between Playground and Fitness Elevation Course, Medium Shelter – Located by Amphitheater and Civic Green.
- Splashpad – In Season Only (Limited Availability)
- Full Indoor Rental (Indoors Only): Minimum of 10-Hour Rental *Two (2) gymnasiums with bleachers, up to seven meeting rooms, three (3) restrooms, lobby entry, and a Parking Lot (Southwood or S. Salisbury lot)*
- Half/Full Park Rentals (Outdoor Only): Minimum of 10-Hour Rental. *See available facilities outlined in DCRP's Fee Schedule*

### **Event Components (Fees Apply)**

- **Events with Alcohol:** Renter must complete sections regarding alcohol in the special event permit application and comply DCRP's Alcohol Policy and any/all local and state laws.
- **Day Before Set-Up:** Allows renter up to 4-hours max to set-up the day prior to event during normal operational hours, if available. DCRP will provide renter a set-up time to complete set-up. If renter exceeds past the provided time, renter will forfeit the refundable damage deposit.
- **Concession Rights:** Renter may opt to sell concessions in approved areas. All food and drink must be pre-packaged. Anything cooked and served on-site must first receive approval by the Davie County Health and Human Services Department (336)-753-6780 and have proper permit on hand.
- **Gate/Admission:** Allows renter to sell gate tickets (on-site or online) for spectator entry to the special event. One (1) Law Enforcement Officer (Davie County Sheriff Department) is required to be present for on-site sells. If no gate tickets are required, it is highly recommended that the renter contact the Davie County Sheriff's Office (336) 751-6238 to notify them of an event being facilitated. Appearances from Law Enforcement throughout the event are a good community representation.
- **Stadium Lights:** Lights can be requested with an Athletic Stadium rental only. DCRP staff will provide renter with location of light box prior to rental date.

### **Sound Requirements: Press Box Usage (Stadium only) and Portable House Sound**

- Renter(s) may access to either sound systems. Only individuals who are at least 18 years and older may have access to the press box. The use of DCRP's portable house sound system requires prior approval and DCRP Staff will need to be on site.
- Access to the electrical panels at the amphitheater require your event to use a professional service provider approved by DCRP. This includes any band, DJ, or professional entertainment service.
- Under no circumstances shall the renter make any structural or electrical alterations to county facilities. Renter(s) may not conduct any alteration or special wiring, which exceeds the established voltage on/inside the park premises. Doing so will result in denial of refunds including fees and deposits.
- Please be aware the Town of Mocksville noise ordinances do apply. In the event the renter's event creates a disturbance due to high noise volume, DCRP has full authority to ask the renter, DJ or live music presenter to turn the entertainment volume down and/or off. If repeated disturbances occur, DCRP may expel the renter from the premises. The renter will also be solely responsible for any fines or fees associated with noise ordinances. Renter(s) are not eligible for a refund for any noise ordinance violation(s).

### **Additional Permits**

- **Itinerant Merchants Permit:** Any commercial business or organization that rents the Brock Recreation Center or a facility at the Davie County Community Park for the purpose of public sales must secure an Itinerant Merchants Permit (\$100.00) by registering with the Davie County Sheriff's Office (336) 751-6238 and apply for an

Itinerant Merchants License. Renter(s) must submit this permit at least 14 days prior to the event.

### **Emergency Medical Personnel and Law Enforcement**

It is the responsibility of the renter(s) to understand and be fully aware of all potential risks associated with public and or private special event facilitation. For this reason, DCRP will at minimum highly recommend, if not require the renter(s) provide on-site Emergency Medical Responders (EMS or Rescue Squad) and/or Law Enforcement personnel. For this reason, DCRP will require the renter(s) provide on-site Emergency Medical Responders (EMS or Rescue Squad) and Law Enforcement personnel

The renter assumes all risks and liabilities in providing adequate Law Enforcement and Emergency Medical Personnel for the event. The renter(s) is responsible for all cost(s) associated with providing Law Enforcement and Emergency Medical Personnel (if applicable).

Events classified as a Community Event open to the public will require Law Enforcement presence.

Special events classified as a Community Event open to the public will require Law Enforcement presence. Special events where any monetary transactions occur will require Law Enforcement presence. The renter is responsible for contacting the Davie County Sheriff's Office via [sheriff@dcso.com](mailto:sheriff@dcso.com) to reserve officers at the renter's expense. Payment to officers are required prior to the start of your event.

- **One (1) Officer Minimum Requirement:**
  - Attendees/Spectators of 400 or less.
- **Two (2) Officer Minimum Requirements:**
  - Attendees/Spectators of 400 to 800.
  - Any event serving or selling alcohol.
- **Three (3) or More Officer Minimum Requirements:**
  - Attendees/Spectators of 800 or more

### **Certificate of Insurance (COI)**

The renter shall be required to provide the DCRP proof of general liability insurance and shall have the County of Davie (123 South Main Street, Mocksville, NC 27028) named as an additional loss-payee on said policy. General liability coverage per occurrence must be a minimum of \$1,000,000.00 and aggregate of \$2,000,000.00. Events with alcohol will require additional limits of liability. Renter(s) must submit the certificate of liability insurance to [RecTeam@daviecountync.gov](mailto:RecTeam@daviecountync.gov) at least thirty-(30) days prior to the rental date specified above.

Formal organizations such as non-profits or private businesses must provide a Certificate of Insurance. This includes athletic associations, churches, private companies (example: an individual doing private or group lessons), non-profit charity organizations, tournament

groups. Renter must also provide a Certificate of Insurance if using any third party vendor at the event (DJ, food truck/caterer, etc.).

### **Compliance (in addition to General Rental Compliance)**

- Renter(s) are responsible for any third party contractor, including but not limited to their Event Planners, Caterers, Bands, DJs, and Florist.
- **Parking:** Parking is permissible in parking lots only. Vehicles may not park or traverse on the park grass, sidewalks, trails, track, fields, etc. Renter is responsible for parking of cars and traffic control.
- **Signage:** Renter(s) may not post, hang, or erect signage, banners, tents, equipment or other apparatus unless the use and location receives prior approval from DCRP. Renter(s) are responsible for removing all outdoor signage (i.e. banners and yard signs) from the premise and among town/county roadways within 24 hours of the special event. All signs must comply with town/county ordinances. Failure to remove signs within 24 hours will result in a forfeiture of the refundable damage deposit.
- **Cleaning:** Renter must clean rented facilities, including but not limited to floors, bleachers, concession stands, restrooms, parking lot, etc. Renter(s) must provide their own cleaning supplies and 44-gallon trash bags. Trash cans will contain initial trash bag liners for your usage. The renter is responsible for the proper disposal of all trash accumulated during your rental. Renter(s) must use own trash can liners to replace any liner removed and taken to the outside dumpster.

### **Inclement Weather Policy**

- DCRP Staff will make the final determination as to the use of outdoor facilities for events. The renter will take responsibility of damages caused to any County issued items or equipment caused by inclement weather.
- As a matter of safety and precaution, all activity must come to a stop if thunder is heard or lightning is seen during rental time. All participants, organizers, and spectators are to return to their cars and wait 30 minutes from the last sound of thunder or sight of lightning before resuming. NO EXCEPTIONS. The event may resume 30 minutes after last sound of thunder or sight of lightning.
- Outdoor activities shall cease or cancel if the heat index is at or above 104 degrees.
- Outdoor activities shall cease or cancel if the wind chill is at or below -10 degrees.
- See "General Rentals" "Cancellations/Refunds" for information regarding cancellations and refunds due to inclement weather or unsafe conditions due to inclement weather.

## **VI. SPLASHPAD ADD-ONS AND EXCLUSIVE RENTALS (SEASONAL ONLY)**

### **Process for Rental + Splashpad Add-On**

- An additional feature to an existing or potential meeting room or shelter rental.
- For an additional fee, allows up to forty-(40) guests from your room or shelter rental to have access to the splashpad without going through our online pre-registration process.
- A splashpad add-on is **ONLY** available during a designated public splashpad time-slot.

- Inquiries: Please connect with DCRP staff via email [RecTeam@daviecountync.gov](mailto:RecTeam@daviecountync.gov), in-person, or by phone (336) 753-TEAM (8326). **NOTE:** An online rental does not guarantee the renter a splashpad add-on is available. Please be prepared for the following:
  - Renters will need to know how many people will be attending the party, and what date and public time slot are you inquiring about. The availability of Splashpad add-ons are limited per public time-slot.
- Splashpad Add-On Fee: Once an inquiry request is approved, a splashpad add-on fee as approved within the DCRP fiscal year fee schedule will be added to your pre-existing reservation/rental balance. Full payment of the splashpad add-on is required at least 14 days prior to the exclusive splashpad reservation date.
- Note: The Add-On fee pays for one hour of designated public splashpad time-slot or up to a maximum of two hours less any inclement weather or mechanical disruptions.
- A room or shelter rental must correlate or overlap with a pre-existing splashpad 2-hour time-slot.
  - **Example 1:** The room or shelter rental hours are 12:30 – 2:30 p.m. This correlates with our 12:30- 2:30 p.m. timeslot.
  - **Example 2:** The room or shelter rental hour are 12:00 – 4:00 p.m. This overlaps with our 12:30 – 2:30 p.m. timeslot.

### Process for Splashpad Exclusive Rental

- Offers the unique experience of having the entire splashpad to yourself and your guests.
- Allows up to 100 guests to have exclusive access to the splashpad.
- Exclusive rentals are on a first-come, first-served basis while seasonal dates last.
- An exclusive rental does not include a meeting room rental. However, renter(s) may elect to reserve and pay for a room rental. General rental process applies.
- A splashpad exclusive are ONLY available between 5:30-7:30 p.m. on Friday and Saturday evening during the splashpad season.
- Inquiries: Please connect with DCRP staff via email, in-person, or by phone. **NOTE:** An online rental does not guarantee the renter a splashpad exclusive is available. Please be prepared for the following:
  - Renters will need to know how many people will be attending the party, and what date of inquiry. The availability of Splashpad exclusives are limited.
- Splashpad Exclusive Fee: Once an inquiry request is approved, a splashpad exclusive fee and refundable damage deposit as approved within the DCRP fiscal year fee schedule shall be paid by the renter(s).
  - To secure an exclusive Splashpad date, renter(s) may choose to:
    - A. Pay in full, the total cost of the refundable damage deposit and rental fee, or
    - B. Pay a deposit amount, which includes the total cost of a refundable damage deposit plus 30% of the total rental cost. The 30% is a non-refundable portion of the rental fee in case of cancellation of any kind.
    - C. Full payment is required at least 14 days prior to the exclusive splashpad reservation date.

- Note: The exclusive fee pays for one hour of designated exclusive splashpad time-slot or up to a maximum of two hours less any inclement weather or mechanical disruptions.

**Disclaimers for Splashpad Add-Ons and Exclusive Rentals:** Room or shelter renters with an approved Splashpad Add-On or Exclusive Splashpad renters should be aware of the following:

- No Guarantee: Access to the splashpad is NOT GUARANTEED without an approved "Splashpad Add-on" or "Exclusive Splashpad Rental". For Add-ons: Once our splashpad reaches capacity limits (100) per time-slot, DCRP Staff will not allow any further entries, regardless of how many registered splashpad patrons may leave during a public timeslot.
- A Splashpad Add-on does not extend into other time slots, and only on add-on is available for each time slot throughout the day.
- Splashpad Weather Policy: Per the State of North Carolina and DHHS mandates: Lightning or thunder (seen or heard) requires the Splashpad to shut down for a minimum of 30 minutes. This 30-minute clock resets with each occurrence of thunder or lightning. **NOTE:** The splashpad is operational during RAIN-ONLY weather patterns.
- Splashpad Mechanical Down-Time Policy: The splashpad may experience mechanical issues and may cause down-time.
- Refund Criteria for Inclement weather, operational or mechanical down time:
  - A. If inclement, operational or mechanical down time interferes with one or more hours of your "Splashpad Add-On" or "Exclusive Splashpad Rental":
    - i. Fifty 50% of the Splashpad Add-On or Exclusive Splashpad fee will be refunded.
  - B. If inclement, operational or mechanical down time interferes with the full two hour time-slot of your "Splashpad Add-On" or two hour time of your "Exclusive Splashpad Rental":
    - i. One-hundred 100% of the Splashpad Add-On or Exclusive Splashpad fee will be refunded.
  - C. County will not issue refund(s) for items A and B above if the splashpad is in operation for an hour or more of splashpad playtime.

**Compliance (in addition to General Rental Compliance)**

- **PARENTS/GRANDPARENTS/CAMP COUNSELORS: Do not** allow your child(ren)/grandchild(ren)/campers to enter the splashpad water immediately following the application of sunscreen! Every bottle of sunscreen (spray or lotion) carries a disclaimer stating verbatim not to enter water at least 10-15 minutes after application.
  - **Why?** #1. Ninety (90%) of the sunscreen just applied will immediately wash off the body unless it has time to absorb and dry to the skin. #2. The sunscreen that immediately washes off the body will enter our recirculating system thus causing unnecessary strain to the system. The splashpad operating system has limits and will shut-down if calibration cannot correct within 15-minutes and thus causing less playtime in the splashpad.

- No lifeguards on duty.
- No running, jumping, or horseplay.
- No climbing or sitting on Splashpad apparatus or features.
- Do not drink the water.
- Parents/Guardians are responsible for children.
- Children under the age of thirteen (13) must have adult supervision.
- No changing diapers. Patrons may use lock out restrooms with changing stations (located near the north lobby) or traditional restrooms (located near the south lobby)
- Please do not use Splashpad if you have a communicable disease or have been ill with vomiting or diarrhea within the last two weeks.
- Appropriate swimwear is required. Children who are not toilet trained must wear swim diapers covered with swimming apparel.
- Prohibited Items (strictly enforced):
  - Food or drink inside the splash zone
  - Food or drink outside the splash zone (except: plastic bottled water)
  - All toys including water-projecting and pool toys
  - Glass containers of any kind
  - Animals, balloons, confetti, glow sticks, or orbeez
  - Any soaps, detergents, or shampoos.
  - Floats or floating apparatus
  - Strollers, bicycles, skates, skateboards, or like equipment

## **VII. DOG PARK RENTALS**

### **Rental Process**

Potential renters who seek to reserve the dog park facilities must follow “Rental Process” above, under General Rentals.

### **Facilities Available**

All facilities for the use of hosting a rental at the dog park(s) must be completed during park sunrise and sunset hours, unless otherwise approved by DCRP Staff.

- Small Dog Park
- Large Dog Park
- Combination (Small and Large) Dog Parks

### **Compliance (in addition to General Rental Compliance)**

- For exclusive dog park rentals, renter and any of its representatives and/or guests must adhere to the Dog Park Rules and Regulations as part of the rental agreement.
- The renter is responsible for any third party contractor, including but not limited to their Event Planners, Caterers, Bands, DJs, and Florist.
- All dog park rules, regulations and County ordinances apply.
- Renters, guests, and their dogs enter at their own risk.
- **Parking:** is allowed in north parking lot in addition to general access parking lots. No unauthorized vehicles are permitted to be on the grass, sidewalks, trails, fields, etc. Parking of cars and traffic control is the responsibility of the renter.

- **Signage:** No signage, banners, tents, equipment or other apparatus may be located on or inside the dog park facility unless the use and location has received prior approval from DCRP. Signs must comply with town/county ordinances. The renter is responsible for removing all outdoor signage (i.e. banners and yard signs) from the premise and among town/county roadways within 24 hours of the event. Failure to remove signs will result in a forfeiture of the refundable damage deposit.
- **Leave No Trace:** Renter must clean rented facilities leaving no trace, including but not limited to removing/replacing dog waste station liners; clean up and removal of any fecal debris on dog park grounds. Renters may provide their own 10-15 gallon dog waste liners specific for dog waste stations or may request dog waste liners from DCRP staff no less than three (3) days prior to the rental date. The renter is responsible for the proper disposal of all trash or dog waste liners accumulated during your rental. Any trash or dog waste liners may disposed at the park dumpster.

### VIII. POLICY ACKNOWLEDGEMENTS AND INDEMNITY

I hereby understand and agree that I am submitting an online reservation form. I agree that all information provided in this online reservation is complete and accurate to the best of my knowledge. I agree to indemnify and hold the County of Davie and DCRP harmless for any claim(s) of injury or illness to person(s) or property (including travel to and from County premises), arising out of or in connection with the use of the facility by the renter. This agreement to hold the County of Davie without blame shall include reimbursement to the County of Davie for all reasonable costs arising out of the above stated claim(s). Furthermore, I acknowledge that Davie County Recreation and Parks and the County of Davie cannot hinder my/my guest from being exposed to any communicable disease, virus, or bacterial infection as a result of my/my guest participation in any such rental activity and Davie County cannot insure the facilities are free and clear of any such germs. Therefore, I hereby discharge and release Davie County Recreation and Parks Department and any and all employees of the agents thereof, of all claims of any kind or nature whatsoever arising out of the actions of the above said employees or agents or arising out of any illness my/my guest might contract as a result of his/her participation in any rental activities of the Davie County Recreation and Parks facilities to the extent allowed by law. I understand, acknowledge and consent that my photograph, likeness or image may be displayed for advertising purposes without further compensation or notice. I understand, acknowledge and agree to the refund policy and non-sufficient fund (NSF) policy established by Davie County Recreation and Parks. A copy of these policies may be obtained our administrative offices or online at [www.daviecountync.gov/DCRP](http://www.daviecountync.gov/DCRP).

All renters shall acknowledge this General Rental Policy and provide his/her signature and/or initials when completing an online rental request.

