

COURTHOUSE SQUARE PARK

POLICIES FOR THE USE OF COURTHOUSE SQUARE PARK

Name: _____ Date of Event: _____

Address: _____

Phone: _____ Type of Function: _____

Number of Attendees: _____ Start/End Time Event: _____

Request for Power: Y _____ N _____

The following is a list of policies and procedures that have been adopted by the City of Albemarle. **The cost for reserving the park is \$100.00.** This fee should be paid at the time the park is reserved.

1. All arrangements for the use of Courthouse Square are to be made with and approved by Albemarle Downtown Development Corporation.
2. Furnishings in the park such as benches and trash receptacles are not to be moved or removed.
3. Users are asked not to litter the grounds around the park.
4. No person shall deposit, dump, throw, cast or lay any trash, rubbish, ashes, paper, debris, limbs, leaves, soap, or any dye agent in the fountain at any time.
5. The fountain is for visual display only. No one is allowed in the fountain.
6. Damage to the park or equipment by persons other than authorized City personnel will be the responsibility of the person reserving the park.
7. ADDC reserves the right to approve all plans for weddings and other special events for any decorations to be used.
8. Under no circumstances are alcoholic beverages to be possessed, displayed, or consumed on the park grounds.
9. **NO** tacks, nails, staples or scotch tape are to be used on the benches, colonnade or colonnade floor in order to prevent damage to the woodwork and bricks. It is recommended that masking tape or floral wire be used in place of these items.
10. Lighted candles must be covered by hurricane glass. No unprotected, exposed flame is permitted within the fire district. The person reserving the park assumes responsibility for any damage due to wax.
11. Rice and confetti may **not** be thrown at any time; bird seed may be thrown
12. Any wedding or other decorations must be removed from the park **immediately** following the event. Trash receptacles are provided for disposal of small rubbish and debris. Any overflow of the receptacles will be the sole responsibility of the user to discard.
13. Activities sponsored or co-sponsored by ADDC or the Parks and Recreation Department will have priority in scheduling for the use of the park, and no person shall use, or abet the use of the area in which such activities are being held in violation of posted notices.
14. ADDC reserves the right to close the area at any time for special events, inclement weather or specific maintenance reasons.

15. **NO** person shall place or erect any sign, structure, bulletin board, poster or advertising device of any kind whatsoever in the park, or attach any notice, bill, poster, sign, wire, chair or cord to any tree, shrub, fence, railing, post or structure within the park.
16. Vehicular traffic including bicycles, skate boards or inline skates, is prohibited over or through the park.
17. No person shall solicit, peddle, or sell edible products or other merchandise in the park without prior written agreement from ADDC.
18. No person shall conduct or carry on any game of chance in the park in which money, property, or other thing of value is bet.
19. Excavations of any size and for any purpose shall not be allowed in the park. Removal of plants, shrubs, flowers or trees is prohibited.
20. The use of any radio, amplifier or other device at a level disturbing to the public is prohibited.
21. The possession of dangerous weapons or substances, as defined in N.C.G.S. 14-269 and listed below is strictly forbidden.

Section 82.41 of the Code of Ordinances of the City of Albemarle provides that all persons are prohibited from possessing weapons as defined in G.S. 14-269 in City-owned buildings, their appurtenant premises, parks and all City-owned property.

N.C.G.S. 14-269 defines a weapon as any “bowie knife, dirk, dagger, sling shot, loaded cane, metallic knuckles, razor, shun kin, stun gun, pistol, gun, or other deadly weapon of the like kind”.

22. No. person shall make or kindle a fire in the park at any time.
23. Flagrant disobedience or total disregard of posted rules and regulations will result in an indefinite suspension from the City parks, playgrounds and recreation centers. Appeals to lift the suspension and regain use of the park shall be made to City Council and a hearing thereon will be conducted with representatives from ADDC and City Parks and Recreation Department.

General Liability Waiver Form

I hereby waive Albemarle Downtown Development Corporation, the City of Albemarle, its officers and employees from any liability of injury, loss or damage to personal property associated with activities and events held at this facility.

I acknowledge that I understand the waiver described in this document. Waiver is made to the maximum extent permissible under applicable law. I acknowledge that I have signed this document under my own free will.

Authorized ADDC signature

Renter’s signature*

Date

Date

*Please retain one copy for your records. Sign and return one copy with \$100 rental fee.