



**TOWN OF CLAYTON**  
 Parks & Recreation  
 715 Amelia Church Rd., P.O. Box 879  
 Clayton, NC 27528  
 Phone: 919-553-1550

## SHELTER RESERVATION FORM

Applications are processed at the Clayton Community Center Monday-Thursday, 7:00 a.m.-9:00 p.m. or Friday, 7:00 a.m.-6:00 p.m.

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

2-hour minimum, 48 hour notice required prior to rental start time, all fees must be paid in full to reserve facility

Shelter	Fees (see resident info below)	Capacity	Amenities
All-Star Park Shelter	2 Hours-\$15R & \$30NR 4 Hours- \$25R & \$50NR All Day- \$75R & \$125NR	36 people	Charcoal grill and restrooms
Clayton Community Park Shelter (CCP)	2 Hours-\$20R & \$40NR 4 Hours- \$30R & \$60NR All Day- \$100R & \$150NR	64 people	Charcoal grill, Sand Volleyball courts and a Playground
East Clayton Community Park Shelter (ECCP)	2 Hours-\$20R & \$40NR 4 Hours- \$30R & \$60NR All Day- \$100R & \$150NR	64 people	Restrooms and water fountains

*\*A "Clayton Resident" is defined as someone who resides within the Town Limits of the Town of Clayton as defined by the Clayton Planning Department. It is possible to have a Clayton address assigned by the US Postal Service and not reside within the Town limits. If you are unsure of your residential status please call (919) 553-1550*

**Rental Date:** \_\_\_/\_\_\_/\_\_\_ **Day** (Check one):  M  T  W  Th  F  S  Su From: \_\_\_\_\_ To: \_\_\_\_\_

**Type of Rental** (Event name i.e. Party, Picnic, Team Building): \_\_\_\_\_

**Do you plan to have Inflatable Playground Equipment?** (Bounce House, Moon Walk, etc.) (Check One)  
 YES or  NO

**Shelter** (Check one):  
 All-Star Park       CCP       ECCP

**2-hour minimum, 48 hour notice required prior to rental start time.**  
**Available hours vary by season:** Nov- Feb: 10am-6pm / Mar-Oct: 8:30am- 9:30pm

**REFUND POLICY:**  
 a) Shelter fees are non-refundable. Rental can be rescheduled upon availability.

**RULES AND REGULATIONS:**

- a) User is responsible for cleaning the requested area and/or facility after use. Abusive use of the facility will result in revoking user's further privileges and user will be responsible for 100% of any damages to the property.
- b) **NO ALCOHOLIC BEVERAGES.** Alcoholic beverages are not permitted at any Clayton Parks and Recreation facilities.
- c) Use of inflatables must be approved by in advance. (See *Use of Inflatable Playground Equipment addendum* if planning to use an inflatable in conjunction with a shelter reservation.)
- d) Gas grills and pig cookers must be placed within the paved parking lot area.
- e) The Town reserves the right to deny any rental application where the proposed use is deemed to conflict with planned programs or adjacent or existing rentals.
- f) Rentals are booked on a first come first served basis.
- g) The following shall be prohibited within or on the facility premises: 1) all illegal drugs or other substances, 2) weapons of all kinds except for Law Enforcement Officers in the execution of their duties or during Town of Clayton approved public demonstrations, 3) use of profanity, profane gestures and any unruly behavior detrimental to the normal operation of the facility or the safety of the public and employees, 4) and/or any other action deemed necessary by the Town of Clayton, or its designee, to protect the health and welfare of the public, employees or the facility.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Inflatable Playground Equipment Addendum**  
**Clayton Parks and Recreation Shelter Reservation Form**

<b>Town of Clayton Shelter Reservation #</b> _____ <b>Date of Reservation</b> ___/___/___ <b>Staff</b> _____
<b>Facility</b> _____ <b>Plan Received</b> ___/___/___ <b>Insurance Received</b> ___/___/___

**Use of Inflatable Playground Equipment**

Inflatable Playground Equipment bearing a NC Department of Labor Identification Tag is permitted for use in Town of Clayton parks upon approval by the Director of the Clayton Parks and Recreation Department. The location of the inflatable needs to be shown on a plan in conjunction with a Facility reservation at the time of the request for approval. Inflatables MUST be powered by a generator as the electrical services provided at the Park Shelter may not support the voltage required.

Installation of the equipment shall be performed by a qualified individual in the manner specified by the equipment Manufacturer's instructions and applicable instructions from the NC Department of Labor for inflatable devices.

To the extent permitted by law, \_\_\_\_\_ (contractor/vendor/or owner of the inflatable device) agrees to defend, pay on behalf of, indemnify, and hold-harmless the Town of Clayton, its elected and appointed officials, employees, agents, and volunteers against any and all claims, demands, suits or losses, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Town of Clayton its elected or appointed officials, employees, agents, and volunteers by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof resulting from the use of the inflatable device.

The above named contractor/vendor/or owner agrees to maintain valid general liability insurance in the minimum amount of \$1,000,000 and provide a certificate of such insurance  naming the Town of Clayton as additional insured on the policy. If the policy has a blanket additional insured provision, the contractor /vendor/ or owner's insurance shall be primary and non-contributory to other insurance. The contractor /vendor/or owner agrees to provide notice of cancellation, non-renewal or material change in coverage to the Town of Clayton within 10 days of their receipt of notice from the insurance company.

Adherence to all NCOSHA standards applicable to the set-up, maintenance, and supervision of the inflatable device is the sole responsibility of the contractor/vendor /or owner of the equipment.