



FOR OFFICE USE ONLY:
 DATE: _____
 FEE: _____
 DEPOSIT: _____
 STAFF: _____
 RECEIPT #: _____
 PAYMENT METHOD:
 CASH / CHECK / CREDIT-DEBIT



Watauga Community Recreation Center

Facility Rental Request Form

Please complete all spaces

Name: _____ Email: _____

Address: _____ State: _____ Zip: _____

Resident of Watauga County? _____ DOB: ____/____/____

Phone: (H) _____ (C) _____ (W) _____

Purpose of Reservation: _____ Date/Time Needed: _____

Total Fee: \$ _____ Additional Needs? _____

Watauga County Reserves the Right to Restrict the Use of Any Facility!
See other side for additional information to reserve each venue!

Facility

circle facility needed

Fees

Resident/Non-Resident

Amenities

WCRC Multipurpose Room
 WCRC Gym Court
 Optimist Clubhouse
 Old Cove Creek Gym

\$100/\$150 per hour
 \$150/\$225 per hour
 \$35/\$70 per hour
 \$35/\$70 per hour

93 Maximum Occupancy
 30 Maximum Occupancy
 88 Maximum Occupancy
 400 Maximum Occupancy

Tot Lot Shelter
 Brookshire Park Shelter
 Rocky Knob Shelter
 Howard's Knob Shelter
 Old Cove Creek Shelter
 Industrial Park Shelter

\$50/\$75 per hour
 \$25/\$38 per hour
 \$25/\$38 per hour
 \$25/\$38 per hour
 \$25/\$38 per hour
 \$25/\$38 per hour

6 Picnic Tables/2 Grills/Playground
 4 Picnic Tables/1 Grill
 4 Picnic Tables/1 Long Table
 6 Picnic Tables/1 Grill
 9 Picnic Tables/Playground
 4 Picnic Tables

Small Optimist Field
 Large Optimist Field
 Small Industrial Field
 Large Industrial Field
 Complex 1 Field
 Complex 2 Field
 Complex 3 Field
 Brookshire Field
 Old Cove Creek Field

\$25 + \$25/hr lights/\$38 + \$25/hr lights
 \$25 + \$25/hr lights/\$38 + \$25/hr lights
 \$25 + \$25/hr lights/\$38 + \$25/hr lights
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Signature Of Responsible Party _____ **Date** _____

FACILITY RENTAL GUIDELINES



Facility Care Deposit

- \$50 clean up deposit required for the facility use. (Refundable if trash is picked up and areas are left as deemed to normal wear and tear)

Cancellation Policy

- We require a 48-hour notice of cancellation prior to the event. A special credit may be granted which can be applied to a future facility rental. Less than 48-hour notice will fall under our No Refund Policy, and full payment will be expected.

Outside Food Policy

- **Absolutely no food will be allowed inside of the gymnasiums.** For all other rental areas, prior approval must be granted to serve food during your rental time.
- Alcohol and tobacco (including vaping and e-cigs) is strictly prohibited in and on all county premises.

Set Up & Clean Up

- If an event requires early set up and clean up time (such as for large events or tournaments), a Rehearsal/Early set up fee will be charged. Otherwise, all time frames include the set up and clean up time, not just the time of the event.

Holiday Rentals

- Rentals will not be booked on holidays or days that Watauga County is closed, unless the event can be appropriately staffed and supported during that time. Extra fees will be charged.

Proof of Liability

- All events, other than county-related events, must provide proof of liability insurance as part of the application and contract process. Details regarding liability insurance are included on your Terms & Conditions form.

Policies Regarding Additional Needs

- Audio or visual equipment can be requested when completing the Rental Request Form. Requests for A/V equipment must be received at least 10 days prior to the event. If an IT is either requested or required for the event, the staff fee for the tech will be billed to the user.
- The Facility Director shall be informed of any room set up requests at least 10 working days prior to the event. Room setups will be charged to the user based on the size of the room, complexity of set up, and staff time required. If using the room "as is," there will be no set up charge assessed.
- If any additional last minute requests are made after the aforementioned deadlines, it may not be possible to meet those requests. If it is possible, the user will be responsible for any charges incurred in fulfilling the request.

Process for Facility Rentals

- Complete the Rental Request Form
- The RRF will be reviewed to determine if the event can and should be held at the WCRC.
- Once approved, the user will then be sent a Terms & Conditions form to review, sign/initial and submit to the CRC.
- All of the following documents & items must be received from the user:
 - Signed and initialed Terms and Conditions form
 - All payments received within the prescribed deadlines
 - Signed Rental Request Form
 - All advertising materials pertaining to the event.

FACILITY RENTAL TERMS & CONDITIONS



WATAUGA COUNTY
PARKS & RECREATION

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Payment Schedule

_____ Deposit must be paid at time of reservation request \$50.
_____ Reservation fee must be paid 5 business days prior to reservation date.

Signature of Responsible Party _____ **Date** _____