

**Village of Sugar Mountain
Facility Use Request**

The Village of Sugar Mountain offers the use of J. Douglas Williams' Park to be reserved and used for non-governmental events. The park facility shelter is to be used on a first come basis. However, without advance reservation, shelter use is restricted to a three (3) hour maximum period and furthermore, shelter availability is not guaranteed. For guaranteed availability of this facility, advance registration is required. In addition, if an individual wishes to use the facility shelter for greater than three (3) hours, advance registration shall be required. The maximum daily time period the facility shelter can be reserved for is eight (8) hours. Reservations cannot be made more than one (1) year in advance. **Note: Park opens at dawn and all events at the park must end by 9:00 p.m., all clean-up must be through at this time.**

Advance reservations can be made by contacting the Village Clerk at the Village of Sugar Mountain Village Hall at 828-898-9292. Those groups or individuals reserving any village facility will be required to fill out a facility use form of which is attached to this document.

All cancellations must be received no later than 24 hours before the event by calling Village Hall @ 828-898-9292.

The below usage fees shall apply to facility use within the J. Douglas Williams' Park requesting advance use. For more information, contact the Village Clerk at the Village of Sugar Mountain Village Hall at 828-898-9292.

1.	For those who live <u>within</u> the corporate limits	<u>Less than 3 hours</u>	<u>3 hours or more</u>
		\$25	\$35
	<i>Security deposit</i>	\$25	\$25
2.	For those who live <u>outside</u> the corporate limits	<u>Less than 3 hours</u>	<u>3 hours or more</u>
		\$35	\$45
	<i>Security deposit</i>	\$25	\$25

The refundable deposits are due upon the signing of this application. The rental fee is due no later than 72 hours prior to the event.

PARK RULES

1. Leave the picnic shelter as clean as you found it.
2. Put all garbage in garbage bags and take with you when you leave. Garbage barrels are not provided.
3. Glass containers are prohibited.
4. Alcoholic Beverages permitted but responsible consumption required. The Village of Sugar Mountain will not be held responsible for inappropriate actions or behaviors of guests as a result.
5. Loud Music prohibited.
6. No Bicycles or Skateboards allowed.
7. No Firearms or Fireworks.
8. Individuals/Groups may use the shelter only for the time they have scheduled.
9. The renter is responsible for the behavior of those in attendance at the function. No profanity. No horseplay.
10. No drugs or drug paraphernalia allowed on any Village of Sugar Mountain property.

**IN CASE OF EMERGENCY, CONTACT THE SUGAR MOUNTAIN POLICE BY CALLING 828-733-5855
OR DIAL 9-1-1**

VILLAGE OF SUGAR MOUNTAIN
FACILITY USE REQUEST FORM

Name of Organization: _____

Address: _____ State: _____ Zip Code: _____

Contact Person Responsible: _____

Office Phone: _____ Mobile Phone: _____ Fax: _____

Email: _____

1. Facility Requested:

☐ J. Douglas Williams' Park

2. Date Requested: *(please list multiple dates and times in case of potential conflict)*

Option #1: _____ Time: From _____ to _____

Option #2: _____ Time: From _____ to _____

Option #3: _____ Time: From _____ to _____

3. Reason for Request:

By signing below, I agree with all park rules and do hereby understand that I am responsible for all parties involved in this reservation. I understand that the security deposit will be refunded within ten (10) business days after the rental date if the pavilion is left as clean as or cleaner than before the rental, and no damage has occurred. (i.e. trash is picked up, no damage is made to the facility, etc.). I agree that all information above is correct to the best of my knowledge.

The responsible party/renter agrees to hold harmless the Village of Sugar Mountain and it's employees, and it's officials from and against any and all claims, suits, actions, damages and/or cause of action arising during the term of this agreement, for any person injury, loss of life, property and/or damage to property sustained in or about the said premises, and from and against all costs, expenses and liability incurred in and about any such claims the investigation thereof or the defense of any action process brought thereon and from and against any orders and/or judgments that may be entered therein.

The responsible party/renter further agrees to adhere to the rules and regulations of the Village of Sugar Mountain and to be responsible for any damages to the property and/or facility that are a result of any action(s) of the participant at the function for which the facility is rented. Any other rules which may apply will be listed in an addendum.

Signature of Applicant _____

Date _____

OFFICE USE ONLY

Date Paid: _____

Rental Fee: _____ Cash ___ Ck

Date Paid: _____

Deposit: _____ Cash ___ Ck



Village of Sugar Mountain Clean-Up Checklist

Name of Renter: _____

Phone Number: _____

Date Facility Rented: _____

Address where refundable deposit should be mailed:

All renters of the J. Douglas Williams' Park must clean the rented facility prior to their departure from the site. The renter is responsible for providing cleaning materials. This Checklist must be returned to the Village Clerk no later than seven (7) days after the event or the rental and cleaning deposit will be forfeited. THIS FORM MUST BE RETURNED PRIOR TO THE RELINQUISHING OF THE DEPOSIT. Deposits, in the form of a check, shall be returned within thirty (30) days of receipt of this checklist.

Floors/Grounds Cleaned..... ☐

Tables/Benches Cleaned ☐

Trash Disposed of in Bags and Removed when leaving ☐

Decorations removed from facility property (*This includes any tape residue, strings, or other means of attaching decoration must also be removed.*) ☐

Bathrooms Cleaned ☐

Barbeque Grills Cleaned and Ashes Bagged and Removed when leaving ☐

Comments: _____

SIGNATURE OF RENTER/USER: _____ Date: _____

I understand that by signing, I am confirming that all items on the checklist have been attended to and the facility is clean, in good repair, and ready for the next user. If not, I will forfeit my cleaning deposit.

SIGNATURE OF VILLAGE OFFICIAL: _____ Date: _____

OFFICIAL USE ONLY

Date Deposit Returned: _____

