



HOPE MILLS PARKS & RECREATION

MUNICIPAL PARK RENTAL RULES & GUIDELINES

1. INITIAL INFORMATION

- **Address: 5766 Rockfish Road Hope Mills, NC 28348**
- Rentals must be made at least two weeks in advance.
 - Rentals are available daily between 8:00 a.m. – 8:00 p.m.
 - HMPR reserves the right to decline any rental.
- We accept cash, checks, and credit cards for rental payments.
 - All reservations can be completed in person at the Hope Mills Parks and Recreation Center, online through the Civic Rec Catalog, or over the phone.
- Rentals are made on an hourly basis only. No partial hours are accepted.
- All rentals require a 2-Hour minimum for rental.
- Note: All renters shall become knowledgeable, and abide by the guidelines, rules, policies and procedures set forth in the Town of Hope Mills Parks and Recreation Ordinance found in 'Part II - Code of Ordinances, Chapter 62 Parks and Recreation'; Specifically, 'Sec. 62-9. Code of Conduct'. Failure to comply with the Parks & Recreation Ordinance may result in the suspension in the use of all facilities. The Parks and Recreation Ordinance is available at the following link for your reference.
 - https://library.municode.com/nc/hope_mills/ordinances/code_of_ordinances?nodeld=1217333

2. RENTAL RULES

- **Your rental starts and ends at the time reserved which includes your set-up, event time, and clean-up.**
 - Any rentals involving a cater, event planner, decorator, DJ, or any other outside parties helping assist with rentals are required to come during the reserved time frame.
 - Although additional hours may be rented for set-up and clean-up, it cannot be done within five days of your rental and any request must be approved by the Operations and Programs Supervisor and can be denied for any reason.
 - Attempting to enter the reserved space before the rental time starts will result in being billed by The Town of Hope Mills for the time you illegally consumed as well as in forfeiture of your deposit.**
 - Failure to be out of the reserved space by the time you reserved for the reservation time to end will result in forfeiture of your deposit.**
- Your deposit will be forfeited, if your rental involves admission and or fee charge without the approval received from the Operations and Programs Supervisor.
- **For all shelter renters please be advised that there may be debris and other materials be at the reserved area.**
 - **In these instances, the renter is responsible for clearing debris and washing/sanitizing the tables and picnic benches for reservations. Despite HMPR best efforts of making sure it is clean prior to a rental reservation.**
- When putting up decorations, do not use nails, thumbtacks, pins, screws, etc. Only string and tape (preferably painters' tape) can be used. Helium balloons can be used but must be secured.
- **No loitering! All trash, debris, or other materials needs to be placed in the trash can receptacles.**
 - **Failure to clean the rental area or any damages will result in forfeiture of your deposit.**
- No smoking, weapons, or illegal drugs, are allowed on the premises.
- No alcoholic beverages, beer, and wine are allowed to be displayed or consumed on our premises. This includes any kind of cheers, toasts, or salutes.

- As a result, any person to be under the influence of any impairing substance, alcohol, narcotics, controlled substances, or chemicals or having possession of drug paraphernalia or assaulting another in any manner involved with an event will be subject for removal of their presence in the building or on our premises.
- The use of tents or anything that must be staked into the ground are not allowed due to the existing irrigation.
- You only have exclusive rights to the area you are renting. Therefore, you cannot stop people from using the restroom.
- You cannot make someone leave outside of your reserved time. If your event runs longer than the time you rented you cannot stop public use after your time ends.
- Please do not allow children to roam around the premises without supervision.
- **No explicit or loud music can be played.** If music is played, keep it at a reasonable level as to not disturb other rentals and visitors in the building or premises.
- **The use of profanity, vulgar, indecent or abusive language, boisterous or insulting language, disorderly conduct of any kind, to include, but not limited to, fighting or other activity which results in an immediate breach of the peace is prohibited on our premises.**
- Town of Hope Mills assumes no responsibility for any damages occurred.

3. REFUNDABLE DEPOSITS / CANCELLATIONS

- HMPR reserves the right to retain deposits for any damages, violation of rental guidelines, building rules, unruly behavior, etc.
- **Weather Policy:** Any scheduled rental reservations that may be affected by weather can be moved to another available date or a credit can be applied to the renters account in our database that can be applied to any services we offer.
 - **Note that no refunds will be awarded.**
- You will have **seven days** before your event to pay the rental in full. Failure to pay the total amount will result in your reservation being cancelled and deposit forfeited.
- **Cancellations must be made at least a week in advance.**
 - **Failure to do so will result in forfeiture of your deposit.**
- Once the refund of your deposit has been approved, you should receive your refund 5-10 business days after your rental. If your refund was not approved, you will be notified as to why that decision was made.
- If deemed by the town parks and recreation department, failure to properly comply and uphold any of the rental guidelines will result in immediate termination of renting any HMPR facilities for future events.
- **Violations of these rules may also result in forfeiture of rights to visit the recreation center property if decided by the town parks and recreation department and town manager.**