

Application Guidelines for Facility Rentals

Park Shelters

Recreation Center - multi-purpose room and arts and activities room

1. Applications for facility rentals must be made in person at the Carolina Beach Recreation Center (1121-B North Lake Park Blvd.) Proof of Carolina Beach residency may be required to receive resident discount on rental rates.
2. Reservations may be made up to 6 months in advance of reservation date. **Note:** *All applicants must be at least 18 years of age and must be present for the entire rental. The person signing the reservation form (signatory) will be considered the responsible party for any issues during the event. All minors must have adequate adult supervision.*
3. When reserving a facility, include enough time for set-up, clean-up, and removal of supplies, tables, chairs, etc. Vehicles are not allowed on the grass at any time. The Town cannot accommodate overnight storage of equipment and/or supplies.
4. Every Friday the bulletin board at each park shelter will be updated with the rentals and times. If there are no rentals, the shelter is available on a first come first serve basis. The Parks and Recreation Department and Town may block off dates and times for the facilities for sponsored programs.
5. All rentals are subject to staff approval. Approved reservations cannot be transferred, assigned or sublet. The Town reserves the right to deny any facility use request at the Town's discretion. Applications will be confirmed and final when signed by authorized Town staff and applicable fees paid.
6. Rentals and/or events requiring special insurance, permits, and/or affect typical use of the parks, open space/trails, or sidewalks will require a separate contract. Also, any event with alcohol will require a contract. Please make an appointment with Brenda Butler, Event Coordinator, at (910) 458-8218.
7. **REFUND POLICY**
 - a. Cancellations made five (5) or more business days prior to the event date will result in a full refund of the rental fees paid.
 - b. Cancellations made four (4) or less business days prior to the reservation date will result in no refund of the rental fees. There are no weather refunds.
8. Rental Conditions
 - a. Park hours are 6:00 am to 11:00 pm. The Recreation Center hours are located on the Parks and Recreation website
 - b. Parking can be limited in our parks. The Town reserves the right to limit the amount of participants in any given function, or deny use of a particular park area.
 - c. No alcohol is allowed for facility reservations, unless it goes through the Event Coordinator.
 - d. It is strongly recommended that groups investigate the furnishings and amenities (lights, electrical outlets, tables, benches, grills, restroom facilities) provided at the shelter prior to reservation and use