

HARNETT COUNTY PICNIC SHELTERS POLICIES & PROCEDURES

PURPOSE

The purpose of this policy is to govern the use of the picnic shelters located at Harnett County parks by individuals, County, County-affiliated and County-sponsored users; as well as by other organizations permitted to use these spaces as authorized by this policy.

This policy is applicable to the picnic shelters located at Anderson Creek Park, Anderson Creek Senior Center, Barbecue Creek Park, Benhaven Community Park, Cape Fear River Trail Park, Patriots Park, and Shawtown Community Park, as well as the immediate grounds surrounding these facilities, including parking.

SCHEDULING AND SUPERVISION

The responsibility for scheduling and supervising the use of the Harnett County picnic shelters is assigned to Harnett County Parks & Recreation. Parks & Recreation staff is authorized to coordinate the scheduling of these facilities.

The Parks & Recreation Director, or their designee, is authorized to refuse or cancel any use of the picnic shelters which in their opinion is not in the best interest of the public or the County. Any appeal of a refusal or cancellation must be directed to the County Manager. Similarly, the County Manager has the authority to allow other uses not expressly authorized within this policy in the event they determine that there is a public benefit for doing so and that such a use is not in conflict with this policy.

In times of extraordinary need, Parks & Recreation staff is authorized to reassign scheduled events as needed in order to accommodate the needs of the County. This is not intended to be a common occurrence and shall be avoided to the extent possible. If the County requires the use of the picnic shelters during the time an applicant has reserved them, the applicant will be notified of the conflict as soon as possible. Parks & Recreation staff will do their best to find suitable accommodations for the applicant in another County space. In the event a suitable alternative cannot be found, any deposit or fees will be refunded, if applicable, within 30 days.

OPERATING PROCEDURES

- Harnett County activities have priority in scheduling.
- Rental times include set up and clean up time.
- Park hours are posted at the entrance. Those within the park during closed hours will be considered as trespassers.
- **Please note that many restrooms at County parks are closed during winter months (November-March) to protect water lines from damage by freezing temperatures.**
- Children under 12 years are not allowed without adult supervision.
- Parking is allowed only in designated areas and only during park's operating hours.
- No alcoholic beverages or illegal substances.
- No loitering or panhandling.
- Do not damage, alter, or remove any park property.

- Please dispose of all garbage in provided receptacles.
- Loud noises of any kind are prohibited. Amplified music and DJs are not allowed. Individuals and organizations should adhere to all local noise ordinances. Any noise complaints issued to the individual or organization will be the responsibility of the event host and the applicant will hold County of Harnett harmless in all actions resulting from said ordinance violation.
- The display of decorative items utilizing tape, glue, staples, tacks, nails, paint, markers, and screws is prohibited. Signs, banners, streamers, tarps, and piñatas may only be hung in designated areas with string.
- The use of glass containers, silly string, open fires/burning, fireworks, sparklers, candles, shaving cream, glitter, confetti, water balloons and other items that create additional cleaning expense are prohibited, with the exception of birthday cake candles.
- Bounce houses and inflatables may be permitted. Please review Harnett County's Inflatable Bounce House Policy <https://harnett.org/parkrec/downloads/bounce-house-agreement.pdf>.
- No selling of merchandise, food, drinks, or paraphernalia in the parks for personal gain.
- Personal grills and pig cookers are allowed pending advanced park staff approval. Park staff will direct where the cooker must be placed, and it must remain there throughout the entirety of the rental. Personal grills and pig cookers must be attended at all times. A drip pan must be placed under the grill/cooker to prevent damage to the underlying surface.)
- Harnett County parks have no storage areas for equipment and is not responsible for any theft or damage to personal equipment and belongings at any County facility. Do not leave equipment, personal items, picnic supplies, etc. unattended.
- No park equipment may be removed or displaced by the renter without permission from and under the supervision of the HCPR Director or designated representative. Any apparatus removed or displaced must be placed to the satisfaction of the HCPR Director by the renter before departing from the property.
- Camping is prohibited in the park including the pavilion area, except for the Anderson Creek Park Group Campground. Please refer to the Group Campground Policy for more information: <https://harnett.org/parkrec/downloads/group-camp-ground-policy.pdf>.
- Wading or swimming in ponds or lakes is prohibited.
- Kiddie pools are prohibited.
- Patrons should stay on designated trails.
- Shoes are required. No bare feet allowed.
- Trails are for walking and jogging only unless otherwise posted.
- Visitors are encouraged to carry a cell phone while in the park area.
- Pets must be wearing a leash; owners must clean up after pets.
- Hunting, feeding, or otherwise harassing wildlife within the park area is prohibited.

- Plants and animals should not be added to or removed from the park area.
- Fishing is permitted to licensed fishermen.
- To Report Vandalism, service concerns, or for information call Harnett County Parks and Recreation Dept. at 910-893-7518.
- Call 911 for emergencies
- Payment for a picnic shelter rental must be made by the preceding Wednesday at 5pm.
- Your rental selection/request will be submitted to staff for approval and you will be contacted with the appropriate payment amount within 3 business days.

RENTAL FEES

It is the direction of the Harnett County Board of Commissioners that as County facilities, the Anderson Creek Park, Anderson Creek Senior Center, Barbecue Creek Park, Benhaven Community Park, Cape Fear River Trail Park, Patriots Park, Shawtown Community Park picnic shelters and other parks be made available for use, however there is also a cost to the County and county taxpayers to operate these facilities. Furthermore, the County has a responsibility to ensure these facilities are used appropriately and that they are not damaged or abused. As such, the County has established the following rental fee amounts for the use of these facilities.

Rates for shelter rentals:

- \$15 per hour
- \$10 discount for any rental 3 hours in length or more
- \$10 late fee for any rental not paid for by the preceding Wednesday at 5pm**

Payment may be made in cash, or by check or credit card. Checks must be made payable to "County of Harnett". In the event a renter does not adhere to this policy, or it is found that they did not properly clean or damaged the facility, the applicant will be responsible for any costs incurred by the County and may be banned from using County facilities in the future.

Cancelation Policy: Non-weather related cancelations must be made more than seven (7) days prior to the reservation date to receive a credit to your account. In the event of a natural disaster or inclement weather, and the renter has determined that a weather event prevents the activity from taking place, the renter can request a refund of the monies paid by the renter, a credit can be issued, or request that the rental date be moved to another date that the facility is available in the County's rental calendar for use.

Fee reduction/waivers: The Harnett County Board of Commissioners have the authority to reduce/waive fees applicants in the event they determine that there is public benefit for doing so. The following group classifications may be eligible to receive a fee reduction/waiver:

- Intergovernmental Cooperation
- Department Sponsored Programs
- Financial Hardship/Non-Profit
- Private Community Benefit

To request a fee reduction/waiver, complete Facility Rental Fee Waiver Request Form that is included in the Harnett County Parks and Recreation Facility Rental Fee Waiver Policy. (<https://harnett.org/parkrec/parks-recreation-fee-waiver-policy.asp>)

In the event an organization who is granted fee reduction/waiver does not abide by the rules and procedures set forth in this document, or it is found that they did not properly clean or damaged the facility will be responsible for any costs incurred by the County, may be denied future fee reduction/waiver requests and banned from using County facilities in the future.

**County of Harnett
Picnic Shelters Schedule Request**

(Please print or type information.)

First Name: _____ Last Name: _____ Date of Birth: _____

Phone Number Home Mobile Work Alternate: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Email Address: _____

Date Requested: _____ Start Time: _____ End Time: _____

Name of Park: _____

Event Description/Equipment being brought in: _____

Number of Attendees: _____

By signing below, I certify that I have read, understand, and agree to the terms of this document, Policies Governing the Use of the Harnett County Picnic Shelters. I recognize and acknowledge that there could be certain risks of personal injury and property loss arising during the scheduled rental of facilities, and I agree to hold Harnett County, its agents and employees harmless from all such claims for personal injury or property damage. Neither the County nor its agents or employees shall be held liable in any claims arising from damage to person or property arising out of or connected with the use of the subject facilities.

Signed: _____ Date: _____