



High Point Parks & Recreation Facility Rental Rules

This set of rules applies to all indoor facilities operated by the High Point Parks & Recreation Department.

- 1) All City of High Point Parks & Recreation Rules and Regulations apply. Visit our website at [Rules and Regulations](#) or a complete list.
- 2) A renter must be 18 years of age or older to reserve a facility.
- 3) Reservations can be made 9 months in advance, but no later than 14 days prior to the event.
- 4) A deposit of 25% or \$25, whichever is greater, is due at the time of the reservation. Dates cannot be held without a deposit. The deposit will be applied to the final balance, which is due 14 days prior to rental date.
- 5) If a reservation is cancelled 14 days or more prior to the rental date, a full refund will be issued. If a reservation is cancelled less than 14 days prior to the rental date, there will be no refund unless approved by the Director of Parks & Recreation. All cancellations and requests for refunds must be in writing, or by email.
- 6) A full refund is given if High Point Parks & Recreation Department cancels a facility rental due to power outage, inclement weather, or another unforeseen factor that makes the rental unsafe.
- 7) The Parks & Recreation Department reserves the right to refuse or cancel application and permit of use if, in their opinion, it is in the best interest of the public to do so. Any unapproved deviations from the original agreement may result in the rental agreement being cancelled by High Point Parks & Recreation Department.
- 8) Rental times include set up and clean up time. Renters who have not completed rental after 15 minutes past the designated end time will be charged an additional fee.
- 9) The reservation is only for the space listed on the permit. If you need additional rooms, please discuss with the center staff prior to your reservation.
- 10) Kitchen amenities vary at each location. Please check to make sure the amenities you need are available.
- 11) For sites that can accommodate inflatable bounce houses, additional rules apply. Please visit [Bounce House](#) for requirements.
- 12) Please recycle aluminum, tin cans, and plastic in the marked bins. Please do not place food in the recycling bins.
- 13) For your safety, the number of people at your event shall not exceed room capacity limits.
- 14) Renter will be responsible for all property damage.
- 15) The facility is not responsible for lost items or any items left after the event.

- 16) The facility can only provide the agreed number of tables and chairs. This number will be determined by the number of tables and chairs on site and the availability on the rental date. Any number needed beyond that amount will be the responsibility of the renter.
- 17) Room set up is the responsibility of the renter. Renters are responsible for cleaning up after the event and resetting the room to its original set up. Tables and chairs must be wiped down, and trash must be removed and taken to the dumpster. Please ask the facility attendant if you have questions or need assistance with cleaning supplies.
- 18) Exit doors cannot be locked or blocked. All exits, hallways, and aisles are to be kept clear and unobstructed at all times.
- 19) Only freestanding decorations are allowed. Decorations may not be taped, glued, nailed, tacked, stapled, or otherwise attached to the walls, doors, windows, or ceiling. The use of candles, open flames, and smoke/fog machines is not permitted. Chaffing dishes and Sterno cans are permissible. Cans must be raised off of the table, and can be used to heat items with water only. Battery operated candles are allowed.
- 20) No alcoholic beverages, illegal drugs, or weapons permitted in the facility.
- 21) The renter of the facility shall be responsible for police/security protection when deemed necessary by the Parks & Recreation Department.
- 22) Youth groups are required to provide adult supervision. The Parks & Recreation Department will determine the number of adult chaperones required.
- 23) The renter is responsible for the behavior of guests. Children must be supervised by adults in all areas of the facility.
- 24) Facilities are non-smoking. Smoking is only allowed 50-feet from the front entrance.
- 25) DJs and amplified music must be approved by the facility supervisor prior to your event. Music may be restricted should it conflict with other building use, park patrons, or neighbors.
- 26) Parks & Recreation facilities are available for private reservation by individuals or organizations for recreation purposes only. Any money raising activities including collection of fees for admission or to sell food, drinks, or commodities in the building, or on the building grounds must be approved by the Parks and Recreation Director or designee. At no time shall the reserving party sublease or assign its lease to another group or organization.
- 27) For Gym Rentals: For all gym rentals where athletic tournaments, games or practices are taking place, the renter is required to have a \$1,000,000 liability insurance policy, naming the City of High Point as an additional insured. A copy of the policy must be provided to the facility prior to the rental.
- 28) Failure to adhere to rules and regulations will result in immediate suspension of the rental, with no refund of fees.