

Waxhaw Parks & Recreation Rental Information and Agreement Facility Amenities



Rental Includes:

Building Amenities: (The Meeting Room & Duncan McDonald House)

The Meeting Place is a rentable recreation meeting room that accommodates 25. It includes a bathroom, kitchenette area, mounted flat-screen television monitor, 2-six foot long tables, and 32 chairs and is approximately 640 square feet. The Meeting Place is perfect for family gatherings, community meetings and is located next to the David G. Barnes Children's Park. Wi-Fi is available

The Duncan McDonald House is a beautifully restored, historic house that is available for meetings, social events, small gatherings and private parties that accommodates a max of 15. The house includes three separate rooms which are available for individual rentals or can be combined to include the house and outside grounds. The house includes a kitchenette area, bathroom, mounted flat-screen television monitor, table, chairs, and furnished sitting rooms. This special event facility accommodate 21 yr old or old guest only. Wi-Fi is available.

Park Amenities: (Town Creek, Harvey C. Nesbit)

Town Creek Park, one multipurpose field with 2 picnic tables, 2 benches and $\frac{3}{4}$ of a mile walking path that links to the Carolina Thread Trail, and port-a-potties. Future development: 20 x 30 shelter and natural playground pods.

Harvey C. Nesbit, four baseballs fields, seven soccer fields, connection to the Carolina Thread Trail and port-a-potties. Future development: permanent restrooms with concessions.

A deposit is required to hold a reservation for (Meeting Place, Duncan McDonald House, Water Tower/Gravel Lot and Nesbit fields (tournaments). For all rentals, full payment is due the day of reservation. If the facility is in the same condition as it was prior to use and/or the key was returned, the renter will be refunded the deposit. During your use of the Waxhaw Park Facility, you are liable for any damage done to the property. These expenses may be greater than the deposit amount that you have paid. Once an inspection has been done, you will be notified of the repair cost.

The Rental Policies & Procedures:

- 1) All facility rules apply to rental of any field, shelter, picnic area or facility. Violators will be prosecuted to the fullest extent of the law.
- 2) The facilities are available for recreation programming, community organization gatherings and private functions.
- 3) Reservation agreement must be signed by persons 21 years of age or older. When the planned activity is primarily for the person under 21 years of age, the person signing the reservation agreement must ensure that appropriate adult supervision will be on site during the event.
- 4) No type of chemicals, paints, toxins, tape, silly string, piñata, water balloons or staples are to be used in, on, or at any facility.
- 5) No Selling, Soliciting or Exhibiting material without Town of Waxhaw, Parks & Recreation Department issued permit.
- 6) Groups that promote hate, violence or illegal acts shall not be authorized to use the facilities.
- 7) Tobacco, alcohol and/or illegal drugs are not permitted on the premises.
- 8) Firearms and other weapons are not permitted on the premises.

- 9) Groups are responsible for their own set-up and take-down. Your rental times include setup and breakdown.
- 10) Refreshments are permitted. Prior to leaving, all food, paper products, and food containers must be removed and food areas cleaned. Note: Permitted in kitchen only in the McDonald House.
- 11) Please review and complete the check-in and check-out lists provided. (The Meeting Place & McDonald House)
- 12) All trash must be removed from the premises. Refunds will not be issued if the facility is found dirty and/or the renter has not adhered to the rental Policy. Any repair costs associated with an individual reservation will be billed to the applicant.
- 13) The Town of Waxhaw is not responsible for the loss of any valuables left in the facility.
- 14) The Town of Waxhaw reserves the right to refuse and/or reschedule any organization for any reason. The Town retains the authorization to ask any organization or participant to leave the premises for violation of any of these rules/regulations.
- 15) The facility must be in the same condition as it was prior to use. If decoration are hung up please remove them. If park amenities, for example picnic tables, bases and benches are moved, please move them back.
- 16) Activity Renter must supply all team equipment and is responsible for all field prep prior to use.
- 17) Look out for the welfare of the field by consulting with Waxhaw Parks & Recreation Department if field conditions are questionable. Honor all signage indicating field conditions.
- 18) Allowed Only Under Special permitting from the Town of Waxhaw
 - a) Inflatable/bounce or mechanical rides or apparatus
 - b) Tents or any covered structure
 - c) Contract Vendors (food or otherwise)
 - d) Pony Rides, Petting Zoo, or Animal Exhibits
- 19) No refunds will be given for rain, thunderstorms or inclement weather/ natural disaster, unless the Town has closed the facility.
- 20) Minimum notice of minimum two business days must be given to cancel a reservation for a refund. The refunds take a minimum of two weeks to process. All fees are non-refundable and non-transferable after the two business days.
- 21) Motorized vehicles are not allowed within marked off areas- with the following exception: official Town of Waxhaw vehicles.

Support During Rental

If you encounter an emergency, please contact the Waxhaw Police Department at 704-843-0353 or call 911. If you have an issue with the building during the rental time please contact one of the following:

Contact Information: Waxhaw Parks & Recreation Dept. 317 N. Broome Street, Waxhaw NC 28173

www.waxhaw.com parkrec@waxhaw.com

Parks & Facilities: 980-722-9644 Parks & Facilities Supervisor

Parks & Recreation Office: 704-843-2195 ext. 258 Parks & Recreation Administrative Assistant
704-843-2195 ext. 278 Director of Parks & Recreation

The Meeting Place & Duncan McDonald House

Rental Exit Check List



Existing List Check

- ----- Check restroom to make sure toilet is flushed and not running water
- ----- Check restroom / kitchen sink for running water and cleanliness
- ----- Remove trash bags from both containers if soiled and replace (bags are available under the sink)
- ----- Clear out refrigerator if applicable
- ----- Clean out microwave if used
- ----- Place all furniture back in its original location (Meeting Place Only)
- ----- No movement of the furniture within the McDonald house
- ----- Remove trash bags from premises
- ----- Sweep room and mop if needed (broom and mop available at facility)
- ----- Check to ensure that heating/air conditioning unit has been set to 78-Cool and 65-Heat
- ----- Turn off all lights
- ----- Secure building and drop key in slot on front door & Lock Doors for Meeting Place. Contact on duty Parks & Rec Staff 30 min prior to leaving. After staff as arrived and assess the building, renter is cleared to leave.

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