



# CITY OF SOUTHPORT Parks & Recreation Department

## Rental Agreement for Facility Use

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone (W): \_\_\_\_\_ (H) \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ / \_\_\_\_\_

Facility Being Rented: Caviness Park  Franklin Square Park  Jaycee Building  Keziah Park   
Kingsley Street Park  Marsh Walk  Sr. Citizen's Building

Number of People: \_\_\_\_\_

Persons or organizations using the building or shelter shall be held responsible for post-activity clean-up, or any damage to property that occurs while the facility is being used.

Groups using the facility will be responsible for the orderly behavior and must conform to the department's policies regarding the non-use of alcoholic beverages, good moral standards, and no smoking, weapons or drugs.

Parents, guardians, or adult leaders must sign for persons 18 years and under or youth groups requesting the use of the facility and must assure adult supervision and a ratio of 1 adult per 25 children.

If persons or organizations renting city facilities intend to sub-lease to any other group, please check the appropriate box:  
YES  NO

If YES, you must show proof to the City of Southport that the appropriate privilege license(s) has been obtained.

Activities must cease and the facility closed by 10:00 PM with the exception of Caviness Park. Caviness Park hours are 8:00 AM – 6:00 PM Monday – Saturday, and 1:00 PM – 6:00 PM on Sunday. All other exceptions must be approved by the Director of Parks & Recreation and the Chief of Police in advance of the event.

The fees for Jaycee Building and Senior building are \$125 for residents and \$150 for non-residents with a 4 hour minimum. Franklin Square Park has a \$125 for residents and \$150 for non-resident rate with a 4 hour minimum requirement. Caviness, Keziah, Kingsley, and Marsh Walk rate is \$75 for residents and \$125 for non-residents with a 4 hour minimum.

Persons or organizations using the Senior Citizens Building shall be held responsible for post activity and clean-up and any damage to property that occurs while the facility is being used. This facility will be made available when there are no other scheduled activities. Southport Parks & Recreation buildings and facilities cannot be made available on a continuous basis for any one person or organization.

Signature of Applicant: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Parks & Recreation Director

\_\_\_\_\_  
Chief of Police