

**Park Shelter Reservation Guidelines**

- Activities sponsored by the Town of Matthews have priority in scheduling for use of all parks.
- Admission cannot be charged for entrance into a Town of Matthews operated park.
- Park facilities may be reserved between 8:00 AM and 8:00 PM.
  - As of July 1, 2019 there will be three set time-blocks for rentals as seen below:
    - **Block 1:** 8am-11:45am; **Block 2:** 12pm-3:45pm; **Block 3:** 4pm-7:45pm
- Profit-making or fund-raising activities are not allowed within Town parks.
- Parks are tobacco free. Alcoholic beverages, illegal drugs, or weapons are prohibited; except to the extent that concealed weapons are allowed by law. Concealed weapons are not allowed in the vicinity of ball fields, playgrounds, trails or greenways.
- The park must be left clean and in orderly condition.
- Reservation agreements must be signed by persons 21 years of age or older. The person signing the reservation agreements must ensure that appropriate adult supervision will be on site if the reservation involves activities for youth.
- **Park Shelter Reservation Confirmation Process:**
  1. Inquire about park availability with the Matthews Parks, Recreation, & Cultural Resource Department  
 100 E. McDowell Street, Matthews, NC 28105  
 Phone: 704-708-1288  
 Email: [srawls@matthewsnc.gov](mailto:srawls@matthewsnc.gov)
  2. After availability is confirmed, submit a completed Park Use Permit via email or at the Matthews Community Center, 100 E. McDowell Street. Once the Permit is approved, you will be contacted to arrange payment. Accepted forms of payment: Cash, credit, or check payable to “**Town of Matthews.**”  
 Reservation requests should be submitted at least 72 hours prior to the requested date and time.
  3. After payment is processed, you will receive a confirmed copy of the Park Use Permit for your reservation via email. You must have your confirmed Park Use Permit with you during your park reservation.

*\*A confirmed Park Use Permit is complete with authorized MPRCR department signature and permit approval date*

**Park Shelter Reservation Costs (Per Time-Block)**

	<u>Residents</u> (28105 zip code)	<u>Non-Residents</u> (28104 and all other zip codes)
Baucom Park	\$20	\$30
Matthews-Sardis Park	\$20	\$30
Squirrel Lake Park:		
Shelter A	\$40	\$60
Shelter B	\$50	\$70
Windsor Park	\$40	\$60
Stumptown Park:		
Picnic Area	\$50	\$70
Stage	\$250	\$300
Town Green Gazebo	\$60	\$90

**For more information contact**  
**Scott Rawls**  
[srawls@matthewsnc.gov](mailto:srawls@matthewsnc.gov)  
 704-708-1288

**Cancellation Policy**

- Rentals cancelled 48 hours or more prior to reservation date will receive 100% refund.
- Rentals cancelled less than 48 hours prior to reservation date will receive 50% refund.
- Rentals cancelled on rental date will not receive a refund (ie: inclement weather, change of plan.) Extenuating circumstances or emergencies will be considered.

**Issued To:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

**Date Requested:**

\_\_\_\_\_

**Time-Block Requested:**

\_\_\_ **Block 1:** 8am-11:45am

\_\_\_ **Block 2:** 12pm-3:45pm

\_\_\_ **Block 3:** 4pm-7:45pm

**Expected # of people in attendance:** \_\_\_\_\_

**For the expressed purpose of:**

\_\_\_\_\_

\_\_\_\_\_

**Park Requested (mark with an 'X'):**

\_\_\_ **Squirrel Lake Park:**

\_\_\_ Shelter A (closest to playground)

\_\_\_ Shelter B (closest to pond)

\_\_\_ **Baucom Park**

\_\_\_ **Matthews-Sardis Park**

\_\_\_ **Windsor Park**

\_\_\_ **Stumptown Park Picnic Area**

\_\_\_ **Town Green Gazebo**

The undersigned permit holder understands and acknowledges that the granting of this permit shall in no way hold the Town of Matthews liable for accidents or claims which may occur in connection with its use, and in consideration of the Town of Matthews granting this permit, the undersigned permit holder, intending to be legally bound, hereby releases and waives any and all rights, claims, or causes of action it may have against the Town of Matthews, its officers and employees, for personal injury, death or other damage that may result from the granting of this permit. Further the undersigned permit holder agrees to save and hold harmless the Town from any and all claims or suits alleging personal injury, loss, and/or property damages on account of or connected with the granting of this permit and the uses for which it is granted and shall furnish evidence of insurance covering such occurrences in an amount determined appropriate by the Town Manager.

The undersigned permit holder understands that the permit must be kept in possession of the permit holder or his/her representative at all times during the time of its use. Further, the undersigned permit holder acknowledges and agrees to be responsible for returning the property or premises to the condition in which it was obtained and shall be responsible for any repairs and the costs associated with such repairs for any damage resulting from the use of the park / facility.

\_\_\_\_\_  
 Signature of Permit Holder

\_\_\_\_\_  
 Matthews Parks, Recreation & Cultural Resource  
 Department Representative

\_\_\_\_\_  
 Date Approved

**OFFICE USE ONLY**

Date & time permit received: \_\_\_\_\_

Amount Due: \_\_\_\_\_

Date payment received: \_\_\_\_\_

Circle one: **Cash** **Credit** **Check #** \_\_\_\_\_

Staff Initials: \_\_\_\_\_