

## J. RAY SHUTE COMMUNITY CENTER USAGE APPLICATION

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_  am  pm until \_\_\_\_\_  am  pm

Type of Event \_\_\_\_\_ # Attending \_\_\_\_\_

Space Requested \_\_\_\_\_

Contact Person \_\_\_\_\_ City Resident \_\_\_ Non-City Resident \_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Driver's License # \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone/Business Phone \_\_\_\_\_

Name of Group/Event/Company \_\_\_\_\_

Internal Organization  Organization with valid Non-Profit status (501 C must be attached) (Check if applicable only)

OFFICE AND ADMINISTRATIVE USE ONLY:	
Approved ___ Denied ___ Facility Supervisor _____	Date _____
Approved ___ Denied ___ Program Director _____	Date _____

**Charges: 50% of rental fee due at time of reservation. Balance is due 30 days prior to rental.**

Meeting Room – 4 hour block	\$ _____
Gymnasium – 5 hour block	\$ _____
Shelter	\$ _____
Hourly Fee	\$ _____
Total Amount Paid	\$ _____
Total Amount Due	\$ _____

*I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to be the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.*

*The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees.*

**The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or other charges. Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued. I certify that the undersigned is at least 21 years of age.**

Today's Date \_\_\_\_\_ Signature \_\_\_\_\_

**NOTE: PERMIT IS NOT VALID UNTIL APPROVED AND SIGNED BY AUTHORIZED PERSONNEL AS LISTED ABOVE.**

ADMINISTRATIVE USE ONLY: Permit#: _____
Certificate of Insurance (If applicable): _____ Temporary Use City Permit (If applicable): _____ Receipt#: _____
Payee: _____ Cash/Credit Card/Ck# _____ Amount _____ Date _____

OFFICE USE ONLY: Facility was left in satisfactory condition	Yes _____	No _____
Refund of \$ _____ to be processed	Signature of Facility Supervisor _____ Date _____	



## J. Ray Shute Community Center Rules and Regulations

### J. Ray Shute Fee Schedule and Occupancy

Type of Space	Occupancy	Time Frame	City Resident Fee	Non Resident Fee
Gymnasium	200	Up to 5 hours	\$200.00	\$250.00
Gymnasium	200	Hourly after 5	\$40.00	\$50.00
Meeting Room	65	Up to 4 hours	\$50.00	\$75.00
Meeting Room	65	Hourly after 4	\$10.00	\$20.00

### Rental Guidelines

- If for any reason, you are not able to access the facility for your rental, please call:  
     1.) 704-282-4655      2.) 828-308-3566      3.) 704-989-7363
- A security deposit charged at 50% of rental fee is due at time of facility request.
- Rental fee must be paid in full 30 days prior to rental.
- Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued.

*Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.*

**Do any of the following items pertain to your request?**

**The use of amusement attractions including inflatables:**      YES \_\_\_\_\_      NO \_\_\_\_\_

**Tents larger than 400 square feet\*:**      YES \_\_\_\_\_      NO \_\_\_\_\_

\*Note: Smaller tents may only be attached to create up to 700 square feet and must have a 12 ft. fire break between tents.

**Will concessions be made available:**      YES \_\_\_\_\_      NO \_\_\_\_\_

**Will street traffic be impacted by event:**      YES \_\_\_\_\_      NO \_\_\_\_\_

**Event open to the public?:\***      YES \_\_\_\_\_      NO \_\_\_\_\_

\*(Permitted for Non-Profit Use Only)

**Large items of equipment, including rental equipment:**      YES \_\_\_\_\_      NO \_\_\_\_\_

**Fee associated with reservation?:\***      YES \_\_\_\_\_      NO \_\_\_\_\_

\*(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)

**Banners and signs at event site:**      YES \_\_\_\_\_      NO \_\_\_\_\_

**ADMINISTRATIVE USE ONLY:**

Permit required:	Health Department	City Permit	Parks and Rec Permit ONLY
Appropriate Permit Received	YES _____	NO _____	N/A _____
Certificate of Insurance	YES _____	NO _____	N/A _____
Staff Signature _____	Date _____		

## RECREATION CENTER

### Building Usage Guidelines

#### J. Ray Shute Community Center

#### FACILITY FEES

Meeting Rooms:	Up to 4 hours	Resident: \$50.00	Non-Resident: \$75.00
	Hourly after 4 hours	Resident: \$10.00	Non-Resident: \$20.00
Gym:	Up to 5 hours	Resident: \$200.00	Non-Resident: \$250.00
	Hourly after 5 hours	Resident: \$40.00	Non-Resident: \$50.00
Shelter:	Full Day	Resident: \$75.00	Non-Resident: \$95.00
Center Shelter*:	Full Day (8 hours)	Resident: \$120.00	Non-Resident: \$150.00
	Half Day (4 hours)	Resident: \$70.00	Non-Resident: \$95.00

\*Sutton Park Community Center ONLY and includes meeting room access

A 50% rental fee deposit must be paid when the reservation is made. Balance of rental must be paid thirty (30) days prior to rental.

Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee will be issued if cancelled thirty (30) days prior to usage. Cancellations within thirty (30) days of rental will be issued a 50% refund minus the administration fee.

Rental fee includes tables and chairs available at the center. Please contact facility for the number of tables and chairs available.

1. **MAXIMUM CAPACITY:** Meeting rooms can accommodate up to 60 people and Gyms can accommodate up to 200 people per fire code. Any abuse of this rule will result in suspension of the rental and forfeiture of rental fee.
2. Use of alcohol and tobacco products are strictly prohibited.
3. Food may be served in the gymnasium and meeting rooms. However all food preparation and setup must be contained in the meeting rooms. No food may be cooked inside recreation facilities.
4. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
5. Any outside vendor (DJ, etc) associated with your event or rental must be approved by the parks and recreation department. Additional permits and a certificate of insurance may apply.
6. All flyers or information shared with public MUST be approved by the parks and recreation department.
7. Inflatables are only allowed at facilities that offer outdoor rentable spaces (outdoor picnic shelters). Please check with specific facility to ensure inflatables are allowed at that particular facility. Inflatables, including bounce houses, require additional permits, including a certificate of insurance listing the City of Monroe as additionally insured, if permitted. Additional equipment, including generators, may be required at the expense of the renter.

8. Any facility rental that is open to the public must provide non-profit (501c3) status and must provide a certificate of insurance listing the City of Monroe as additionally insured.
9. No admission fees may be charged at the door; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations.
10. Outdoor space at City recreation centers are not available for special events open to the public.
11. Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
12. No tape, staples or glue is to be used on the walls.
13. No drip candles allowed. Non-drip and battery powered candles are permitted.
14. Renter must leave the facility as it was found. Trash should be placed in receptacles. Tables and chairs must be cleaned and left as the renter found them.
15. **All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE BUILDING BEFORE THE TIME STIPULATED ON THE FACILITY USE APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PASSED THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.**
16. Depending on the type of rental, other city permits may be required before the rental is approved.
17. Renter must have a copy of the approved facility use application at the time of their rental.
18. Person listed on application must be present at the facility for the duration of their rental.
19. Please park in designated areas only.

For questions concerning rentals, please call the appropriate center supervisor:

J. Ray Shute – Patricia Huntley – 704-282-4655 – [phuntley@monroenc.org](mailto:phuntley@monroenc.org)

Sutton Park – Thomas Latimer – 704-282-4656 – [tlatimer@monroenc.org](mailto:tlatimer@monroenc.org)

Winchester – Gail Coffey – 704-282-4654 – [gcoffey@monroenc.org](mailto:gcoffey@monroenc.org)

Dickerson – Kimberly Scott – 704-282-4649 – [kscott@monroenc.org](mailto:kscott@monroenc.org)

Old Armory – Hope Tanner – 704-282-4669 – [htanner@monroenc.org](mailto:htanner@monroenc.org)

Program Director – Ryan Jones – 704-282-4695 – [rjones@monroenc.org](mailto:rjones@monroenc.org)

*I have read, understand, and agree to follow all rental guidelines.*

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Signature of Center Supervisor/Date

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Printed Name of Renter

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Signature of Renter/Date