



Recreation Administrative Offices (828)757-2165 - Fax (828)758-1315 Martin Luther King Center (828)757-2170

Lenoir Aquatic & Fitness Center (828)757-2196 Mulberry Recreation Center (828)757-2165 www.cityoflenoir.com

Hrs. of Operation: Mulberry Recreation Center M-Th. 8am-9pm, Fri. 8am-5pm, Sat. 9am-5pm Martin Luther King Jr. Center M-Th. 8am-9pm, Fri. 8am-5pm

After Hours Contact Information: Maury Patterson, Mulberry Recreation Center Director 850-5198 ~ Archie Bowers, Mulberry Recreation Custodian 750-0364 ~ Rob Winkler, LPR Center Director 850-0517 ~ Zack Carter, Marketing & Events Director 851-0341 ~ Kenny Story, LPR Athletic Director 612-7410 ~ Jeff Holland, LPR Turf Manager 750-0363 ~ Lester Whittington, Martin Luther King Jr. Center Director 850-5306 ~ Mary Crump, LPR Administrative Assistant 729-3233 / 728-7826

Reservation Form Facility & Field Rentals

Facility / Site	Rental Fees (Circle One)				
	Hourly City	Hourly Non-City	(8hr.) Daily City	(8hr.) Daily Non-City	Max. Cap.
Mulberry Multi-Purpose Room	\$30.00	\$60.00	\$240.00	\$480.00	420
Mulberry GYM	\$48.00	\$125.00	\$600.00	\$1000.00	1382
Mulberry Shelter Rental <input type="checkbox"/> 1 <input type="checkbox"/> 2	\$15.00	\$30.00	\$120.00	\$240.00	n/a
Special Park Events ¹	\$15.00	\$30.00	\$120.00	\$240.00	n/a
Mulberry Field Rental	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
MLK Multi-Purpose Room	\$30.00	\$60.00	\$240.00	\$480.00	200
MLK GYM	\$48.00	\$125.00	\$600.00	\$1000.00	580
MLK Shelter	\$15.00	\$30.00	\$120.00	\$240.00	n/a
MLK Field Rental	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
Broyhill Walking Park (Weddings)	\$50.00	\$100.00	\$400.00	\$800.00	n/a
JE Broyhill Park Rental – Outside	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
JE Broyhill Park Shelter Rental <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	\$15.00	\$30.00	\$120.00	\$240.00	n/a
JE Broyhill Park Building Rental	\$20.00	\$30.00	\$160.00	\$320.00	48
Wilson Park Field Rental	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
Zack Fork Soccer Complex Field Rental	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
Mack Cook Field Rental	\$40.00 profit \$20.00 non-profit	\$70.00 profit \$35.00 non-profit	\$300.00 profit \$150.00 non-profit	\$500.00 profit \$250.00 non-profit	n/a
LHS Auditorium	\$30.00	\$60.00	\$240.00	\$480.00	486
LHS GYM	\$48.00	\$125.00	\$600.00	\$1000.00	1350
LHS GYM (Mat Room Rental)	\$30.00	\$60.00	\$240.00	\$480.00	50
Downtown Plaza Rental	\$50.00 \$25.00 non-profit	\$100.00 \$50.00 non-profit	\$400.00 \$200.00 non-profit	\$800.00 \$400.00 non-profit	n/a
LNR Greenway Powell Rd. Education Shelter (Edu. Events Only)	TBA	TBA	TBA	TBA	12-15

¹ Parks include JE Broyhill Park, MLK Center Outdoors, Mulberry Recreation Center Outdoors, Greenway, Wilson Park, Soccer Complex. Sports Field Rental is a separate rate. FOR PROFIT GROUPS WILL BE REVIEWED INDIVIDUALLY AT A HIGHER RATE BASED ON THE EVENT and if the event is in line with the Mission Statement of the City of Lenoir Parks and Recreation Department.

*Any events that require site supervision and /or custodial staff for after hour rentals will have \$10 per hour added to the cost of the rental. (Field rentals include 1 field preparation per day)

"For Profit" groups, organizations, etc. will incur a higher rental rate & will meet for review & approval with the LPR Director prior to contract approval.
Note: 1 hour. maximum set-up/clean-up time if available (30 min. prior & 30 min. after) All weekend rentals must be booked by Friday at 12pm prior to that weekend.

Name of Organization or Renter :	Date Requested :	Home # : () -	For what will the proceeds be used?
Address :	Will you be using amplified sound at your event ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Work # : () -	#of Tables Needed :
City/State/Zip :	Event Start Time : <input type="checkbox"/> AM <input type="checkbox"/> PM	Cell # : () -	# of Chairs Needed :
Type of Function :	Event End Time : <input type="checkbox"/> AM <input type="checkbox"/> PM	Fax # : () -	Facility or Location :
# of People Expected : <small>(*Note Maximum Room Capacity)</small>	E-mail Address :	Fee/Admission Charged : \$	Shelter Number : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

Outside Amplified Sound Park Regulation Lenoir Parks & Recreation department is regulating outside amplified sound events. This is pertaining to the rental of the parks & grounds by & for all public events. This regulation does not pertain to Lenoir Parks & Recreation department events. All outside amplified events paid for & reserved at the Lenoir Parks & Recreation department must be permitted. ***The special event permit may be obtained from Mulberry Recreation Center.*** The permit must include a signature of approval by each department head or his/her representatives. No more than 1 amplified event will be permitted at each park per month April through November (e.g. Mulberry Recreation Center, Martin Luther King Jr. Center, J.E. Broyhill Park, Greenway, William B. Stronach Jr., Lenoir Aquatic & Fitness Center, Wilson Park, Mack Cook Stadium, Lenoir Rotary Soccer Complex, West End Park, & the T. H. Broyhill Park). No outside amplified sound events will be approved December through March. Approved outside amplified sound events may not last longer than 6 hours. These regulations are set forth in effort to allow the community to use the park & insure the solitude/serenity of the surrounding neighbors. Lenoir Police Department will monitor amplified sound rentals.

I, _____, hereby certify that I am the authorized & accountable representative of the above petitioning group. I also confirm that the above statements are true to the best of my knowledge, that I have read a copy of the rules & regulations in place governing the use of this facility, & that our group will comply with the regulations, policies & fee schedule in reference to renting this facility. I also agree to pay all fees associated with this rental before actual rental date or this reservation form shall become void. I understand that I am not allowed to park/drive anywhere that is not a designated parking/driving area & I assume all liabilities that may occur.

I have been given a copy of the City's Sign Ordinance, and will comply with the regulations of that ordinance as it relates to this rental contract.

Print Name:	Signature:	Date: - -
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Note: A full refund will be given when cancellation is made 48 hrs. in advance or in the case of *severe* inclement weather. Any cancellation after accommodations have been made shall result in forfeit of 1/2 of the rent paid.

Approval of Lenoir Parks & Recreation Department Representative Signature:

Security Deposit Fee:\$	Date Received:	Receipt #:	Taken By:	Amount Due \$
Balance Paid: \$	Date Received:	Receipt #:	Taken By:	