



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 Manager 544-2004 ~ James Powell, Mulberry Recreation Custodian 726-4128 ~

Kenny Story, LPR Center Director 612-7410 ~ Maria Swanson, LPR Administrative Assistant 234-4318 ~ Zack Carter, Marketing & Events Manager 867-0810 ~

Katelin Cooke, LPR Athletic Director 446-8137 ~ Jeff Holland, LPR Turf Manager 750-0363 ~ Lester Whittington, Martin Luther King Jr. Center Manager 850-5306

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	75
Optimist Park Club House	\$40.00	\$80.00	\$280.00	\$600.00	75
Mulberry GYM	\$48.00	\$125.00	\$600.00	\$1000.00	1382
Mulberry / Optimist Park / JE Broyhill Park Shelter Rentals	\$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
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	400
LHS GYM	\$48.00	\$125.00	\$600.00	\$1000.00	1000
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 additional fee. 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 # : () -	Cell #: () -
Address :	Will you be using amplified sound at your event? Yes No	Work # : () -	Fax #: () -
City/State/Zip:	Event Start Time : AM PM	Facility or Location :	Mulberry Recreation Center Shelter 1 2 3
Type of Function:	Event End Time : AM PM	#of Tables Needed :	Optimist Park Shelter 4 5
# of People Expected : (*Note Maximum Room Capacity)	E-mail Address :	# of Chairs Needed :	JE Broyhill Park Shelter 1 2 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 received 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.

Note: **NO INFLATABLES** are allowed on City of Lenoir Parks & Recreation Department property. **ABSOLUTELY NO ALCOHOL OR DRUGS** are allowed on City of Lenoir Parks & Recreation Department property. If found to be in possession of alcohol or any illegal substance, the police will be notified and you will be asked to immediately vacate the premise with no refund of rental payment.

Print Name:	Signature:	Date: - -
-------------	------------	--------------

Note: A full refund will be given when cancellation is made 48 hours in advance or in the case of *severe* inclement weather. Any cancellation with less than 48 hours' notice shall result in forfeit of 1/2 of the rental amount.

Fee Paid: \$	Date Received:	Receipt #:	Taken By:	
-----------------	-------------------	------------	-----------	--