

Rental Policies and Procedures

Green Valley Community Park

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PARK OVERVIEW

Mission Purpose and Statement

Green Valley Community Park, Inc., (“the Park”), is a multipurpose community park on the banks of the New River in northeastern Watauga County, North Carolina. The Park is a non-profit, 501(c)3 tax-exempt charitable organization managed by a volunteer board of directors.

The Park is created to establish and maintain a public supported community recreational park in an area not presently served by any tax-supported parks; to operate as a land trust for the express purpose of protecting the environmental health, ecology, and beauty of the Green Valley School area and the New River (a nationally-designated heritage river, the South Fork, which borders the park); to provide an outdoor laboratory for area educational institutions and youth organizations; and by provision of this public land for educational and recreational purposes, to provide a better quality of life for the park's users. The duration of the Park will be perpetual.

The area served by the Park includes residents of the Green Valley Community, citizens of the surrounding area, and visitors to the greater High Country. The Park is a model of public-private collaboration.

Facilities

The Park has a number of facility amenities including:

- A 24'x60' picnic shelter pavilion with accessible outlets
- Permanent restroom facilities (closed Nov-Apr)
- Eco-friendly playground (for children to age 12)
- 2½ acre level, natural turf athletic field
- Quarter-mile paved and level walking loop (ADA accessible)
- Covered 16'x28' raised band shelter (w/ accessible outlets overlooking the athletic field)
- Several grassy nature walking trails
- Wide, stepped access to the New River for canoes, kayaks or tubes
- Gravel parking lots
- Several benches overlooking the park and river.

The Park's board of directors (“the Board”) invites the public to discover and use the Park amenities. In order to preserve the beauty of the park while providing equal access to the general public and avoiding confusion over multiple requests to use the Park, the Board recognizes the need to specify a [rental reservation policy](#).

Park Rules

- Park open from dawn to dusk
- No firearms, fireworks, or loud music
- No motorized recreational vehicles
- No alcohol or drugs
- No horseback riding
- Dogs must be kept on leashes
- Remove your trash when you leave

Park Use and Rental

The Picnic & Band shelters, wedding sites and sport/open play areas are available for rent, but must be reserved and approved in advance by the Park reservationist (see Reservation Procedures).

Churches, nonprofit organizations, public schools and government offices may use Park facilities free of charge, however to ensure availability, a reservation is required.

Use of Park facilities by groups of 16 or more people requires registration (online or written) to secure and confirm availability. Otherwise, access may be preempted by a group with a confirmed reservation. Reservations are available on a first-come, first-served basis. Please check the calendar of the Park website at <https://www.greenvalleypark.org> to view available dates.

Park use by groups of 200 or more people is not permitted.

The Park is primarily for the use and enjoyment of individuals and small groups. Requests by organized groups for continued use throughout the year (i.e. sports leagues) will be evaluated by the Board on a case-by-case basis. A cost for this use will be decided according to the type of use and duration of the event (see Rental Rates section below).

The remainder of this policy describes the reservation procedures for:

1. Group functions
2. Weddings

Please refer to the appropriate section below.

GROUP FUNCTIONS

Reservations

Reservation Procedure

- Instructions are found online at greenvalleypark.org or leave a voicemail @ **828-278-8002**.
- Confirmed reservations are posted at the information kiosk adjacent to the Picnic Shelter / Playground and also on the park calendar at greenvalleypark.org website.
- Persons or groups holding a confirmed reservation will have priority over those without a reservation. If a person or group holding a confirmed reservation arrives during their reservation period and the shelter is occupied by a person or group without a reservation, then that group or person without the reservation **MUST** immediately vacate the premises. Failure to vacate will be cause for revocation of all Park privileges. If a person or group without a reservation refuses to vacate a reserved area, the Watauga County Sheriff will be notified and the offender will be subject to citation for trespass and prohibited from using the Park in the future.
- A reservation request will be held for 7 days for rental payment to be received. Until rental fee payment is received, the reservation is not confirmed. If payment is not received within 7 days, another group requesting the same facility for the same date will have priority to which the same rules apply. If a reservation request is made less than 7 days prior to the event, payment is due immediately. The reservation is confirmed when you receive written or electronic confirmation from the park staff. Non-receipt of payment as specified above shall void the event on the Park calendar and cancel the reservation.
- The Board reserves the right to require an event insurance policy for any reservation.

Rental Rates

Reservation rates are based on the number of people in the party. No partial-day rates are available.

Number of Guests	General Public*
≤25	\$35
26-50	\$100
51 - 100	\$125
101 - 200	\$175

* Non-wedding groups

User Guidelines

Use of all Park amenities shall conform to Park rules (p. 3), posted online and onsite.

Porta-jons and Parking

- Rental of the Athletic Field may necessitate renting porta-jons specifically for your event depending on expected attendance. Lessee must advise Park staff accordingly when applying for rental. Arrangements for the delivery, pickup and expense are the sole responsibility of the Lessee and not included in Park fees. The need for porta-jons will be determined by Park staff on a case-by-case basis. Lessee will contract porta-jon rental through a pre-approved vendor the Park uses for this purpose. Placement on the Athletic Field will be where specified by Park staff.
- Lessee will be responsible for directing vehicle traffic both arriving and departing at the lower entrance to the Park (river access). One lane access requires monitoring from both ends to accommodate one-way traffic. Especially critical is the entrance to Big Hill Rd. where sight lines are difficult. Lessee must also direct guests to park in designated area(s) separate from public parking. Lessee must supervise vehicles entering and leaving the Park via the lower access driveway and entrance to Big Hill Rd.

Trash

No trash containers are provided by the Park. Take all trash, decorations and debris when you leave (including spilled or dropped food and beverage items).

- Clean tables and remove all decorations, tape or other such fasteners used in the shelters.
- Trash must be completely removed from the Park and properly disposed of. This includes directional signs or markers (balloons) posted along roads to guide participants to the Park. Group leaders may be asked to return to remove leftover materials or face additional fees or suspension of rental privileges.
- Disposal of the above in the restroom trash containers is prohibited.
- Adults are asked to supervise their children to insure that toys, articles of clothing, and assorted trash items are removed from the Park.
- Sports team managers, coaches, and parents are asked to police the area at the conclusion of games and practices to insure that all trash has been collected and removed.
- All glass and glass containers are forbidden for use on the Athletic Field.

Noise

Music or noise associated with use of the Park will be kept within acceptable levels to avoid disturbing or limiting others' enjoyment of the Park or nearby residents. Acceptable noise levels will be at the sole discretion of Park staff. Park staff has the authority to ask any person or group to suspend the music or boisterous activity at any time. Those refusing to terminate the activity will be asked to leave the Park.

Open Fires Prohibited

Open fires are prohibited without specific written permission from the Park Board of Directors.

- Open flame cooking contained in an approved gas stove or a grill designed specifically for this purpose is permitted, however deep fryers or any appliance or cooking apparatus that uses frying or cooking oils are not permitted. Portable fire pits are not permitted.
- Grills are not provided by the Park, however gas grills may be used with appropriate propane fuel. Grills requiring charcoal fuel are prohibited.
- Group grills designed to provide grill space to accommodate large groups (i.e. large tub-style grills transported by trailer) may be used with the special permission of the Park staff, but only in designated locations as determined by Park staff.

Fires are inherently dangerous, even in approved cooking grills. Park patrons using grills assume all risk and responsibility and agree and shall hold harmless the Green Valley Community Park, the Board of Directors, and Park staff from any claim arising from loss or injury, or other damage arising from or sustained while using the fire pit or a cooking grill within the park.

Failure to follow any of the above mentioned rules will be cause for immediate expulsion from the Park.

Personal Risk

By using Park facilities, the group or individual assumes all risk and responsibility and agrees to, and shall hold harmless the Green Valley Community Park, the Board of Directors, and Park staff for any claim, loss or injury to any person associated with the function arising from the use of Green Valley Park. Said group or individual further agrees to assume all risk, responsibility, loss or injury to other Park patrons as a result of any activity arising from the use of Green Valley Park, or from any particular function in Green Valley Park.

WEDDINGS

The Board does not desire that Green Valley Park become a wedding venue service provider; however, the Board does recognize that occasionally persons may wish to take advantage of the natural beauty of the Park in this way. This section details policies governing weddings at the Park.

FINANCIAL RESPONSIBILITIES

Rental fees for weddings are based on the number of people attending. See rates below. Financial responsibilities for rentals include:

- Base Fee
- Reservation Deposit
- Security deposit (refundable)
- Event Insurance (see Wedding Requirements)
- Certified Contracted Vendor (see Wedding Requirements)

Base Fee Rental (Includes 1 day use of Athletic Field or other ceremony site)

- up to 75 guests: \$ 100
- 76 - 100 guests: \$ 300
- 101 - 200 guests: \$ 500

Reservation Deposit

50% of the Base Fee is a deposit, paid at the time of confirming the reservation in order to secure the date and location of the event. Payment of the 50% of the Base Fee Balance is due no later than 30 days prior to the event. Cancellation of the event less than 60 days prior to the event forfeits the Base Fee deposit.

Security Deposit

A \$500 security deposit is required (pending any expense incurred by Green Valley Park following an event for cleanup, equipment removal, facility / grounds repair, restoration, etc.). This security deposit is due with payment of the Base Fee balance. Lessee is responsible for all cleanup per the Rental Contract, including removal of all equipment, accessories, signs trash & debris. Expenses exceeding the amount of the security deposit are billable and payable by the Lessee within 7 days of the invoice. Security deposit shall be refunded upon inspection and approval by Park staff to occur within 7 days of the event. Should Green Valley Park have the need to hire cleaning personnel or spend time cleaning or repairing, a portion or all of the security deposit will be withheld and used for this purpose.

WEDDING REQUIREMENTS

Privacy

Because Green Valley Park is a 'public' park, privacy for events may be limited. Public access to the playground, parking lots, river access, hiking/walking trails and restrooms, for example, is not restricted. Public use can be encouraged to avoid a particular area to preserve the intimacy of an event, however total privacy cannot be guaranteed.

Insurance – (Special Event)

'Event' insurance is required specifying \$1M/\$2M minimum limits of liability. 'Green Valley Community Park, Inc.' shall be listed as the Certificate Holder on the Certificate of Insurance (COI). The COI must be received no later than 30 days prior to the date of the event to avoid cancellation of the reservation.

Setup & equipment

Tents, tables, chairs, porta-jons & equipment for an event must be contracted through a pre-approved vendor who sets up / breaks down the same day. This may occur during daylight hours only, consistent with Park hours of dawn to dusk. Placement of equipment and access to the Athletic Field will be directed by Park Staff at the rate of \$25/hr.

Trash

All Park users are asked to remove ALL trash and debris with them when they leave the Park.

- No trash containers are provided by the Park. Take all trash, decorations, debris and directional signs when you leave (including spilled or dropped food and beverage items).
- Trash must be completely removed from the Park and properly disposed of. This includes directional signs or markers (balloons) posted along roads to guide participants to the Park. Lessee may be asked to return to remove leftover materials or face additional fees or suspension of rental privileges.
- Disposing of the above in the restroom trash containers is prohibited.
- All glass and glass containers are forbidden for use on the Athletic Field.

Noise

The playing of loud music and loud functions will not be permitted in the Park. Some sports contests and other special events may, at times, be overly loud, but consideration is given to the type and duration of the event, and proximity to other Park patrons and neighbors. Park staff will be the sole authority in deciding whether loud music or another loud disturbance is inappropriate or too loud and has the authority to ask any person or group to suspend the music or boisterous activity at any time. Those refusing to terminate the activity will be asked to leave the Park.

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Fires are inherently dangerous, even in approved cooking grills. Park patrons using grills assume all risk and responsibility and agree and shall hold harmless the Green Valley Community Park, the Board of Directors, and Park staff from any claim arising from loss or injury, or other damage arising from or sustained while using the fire pit or a cooking grill within the park.

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