

Picnic Shelter Reservation Policy

Following is the policy and procedure regarding reservation of the Picnic Shelter at the Cornwallis Hills Neighborhood Park.

1. The Shelter is available for reservation only by members of the Cornwallis Hills Property Owners Association. The Shelter may be reserved for non-commercial purposes on a first-come, first served basis for use between 7:00 AM and 10:00 PM.
2. Members seeking to reserve use of the Shelter must complete an Application and submit it to the Property Manager no more than three months before the date of the event for which they are reserving the Shelter. There is no fee for reserving or using the Shelter.
3. While the Shelter may be reserved for use, the other Park facilities are not available for reservation for exclusive use. Thus, while a member may reserve exclusive use of the Shelter, the remainder of the Park will remain available for use. Those using the Shelter subsequent to a reservation must use the Shelter in a manner that does not interfere with others' use of the remainder of the Park.
4. The member reserving the Shelter shall clean up the Shelter after the event, leaving the Shelter in a clean and orderly condition.
5. The Shelter may not be used in any manner that violates applicable town, county, or State laws or regulations or unduly annoys any residents of Cornwallis Hills. If alcohol is to be available at the event, the member reserving the Shelter must obtain an event liability insurance policy as described in the Shelter Reservation Application and Agreement Form.
6. The member reserving the Shelter shall agree to hold the Cornwallis Hills Property Owners Association, its Board of Directors, officers, agents and employees harmless from any liability arising from their use of the Shelter.

Shelter Reservation Application and Agreement Form

Date of Application: _____

CHPOA Member's name: _____

Address: _____

Date and hours of Event: _____

Type of Event: _____

Estimated number of people attending event: _____

The member reserving the Shelter agrees to hold the Cornwallis Hills Property Owners Association, its Board of Directors, officers, agents and employees harmless from any liability arising from use of the Shelter.

The member reserving the Shelter shall clean up after the event, leaving the Shelter in a clean and orderly condition.

If alcohol is to be available at the event, the member reserving the Shelter must obtain an event liability insurance policy, in the amount of \$1,000,000.00, naming the CHPOA and its Board of Directors, officers, agents, and employees, jointly and severally, as co-insureds. A certificate of insurance must be filed with the Property Manager at least 30 days before the date of the event. In addition, the member reserving the Shelter shall be responsible for ensuring that all applicable, State, County and local laws and regulations regarding the use and consumption of alcoholic beverages are complied with during their use of the Shelter.

The member reserving the Shelter, whose signature is indicated below, affirms that: (a) he or she has read the Picnic Shelter Reservation Policy, and (b) he or she has read the terms of this

application, and (c) that he or she understands and agrees to be bound by those policies and the terms of this application.

If the member reserving the Shelter is married, both spouses must sign this Application and Agreement.

Return this Application to the CHPOA Property Manager (407 Patriot Place, Hillsborough, NC 27278) or email to chpoapropman@gmail.com. If there are any questions, please contact the Property Manager at (919) 360-0311 or chpoapropman@gmail.com.

Once the reservation is approved, the Property Manager will notify the applicant and post notice (within a day of the reservation) at the shelter.

Member

Member

(signature)

(signature)

(print name)

(print name)

Property Manager Use Only

Date received by Property Manager: _____

Approved: _____ (Yes/No). If "No", state reason below.

