



# Jarvis Creek Park Request Form



Organization/Family Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Circle Time – Fee is \$15/per block (times change with daylight savings):

March - October:      8am-Noon      Noon-4pm      4pm-8pm

Nov. – Feb.:      8am-1pm      1pm-6pm

Because we offer Jarvis Park to organizations and families as a community service; our fees are minimal. In return, we require that you comply with the attached policies and procedures and treat the facility in a responsible manner.

By signing this form, the organization or family agrees to comply with policies and procedures governing the Park use. Failure to comply can result in the following: jeopardizing rights for future use; and/or legal action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Office Use Only:**

Request Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee Paid: Yes \_\_\_\_\_ V/MC CASH CHECK # \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_



## POLICIES AND PROCEDURES FOR THE RENTAL OF JARVIS CREEK PARK



Jarvis Creek Park's normal operating hours are sunrise to sunset Monday through Sunday. Exceptions to operating hours can be made for approved events.

**The large shelter at Jarvis Creek Park is available to reserve Monday through Sunday for a maximum of four hours and limited to 200 people. Fee to use the shelter is \$15/per four-hour time block. Based on the impact to the park, events exceeding the limit of 200 people will need special review by the Association and Town staff.**

The Island Recreation Association manages Jarvis Creek Park. The Association's employees have the authority and will enforce all rules and regulations governing the use of the Parks.

Any organization, group, or person using the parks will be held responsible for any and all damages that may occur as a result of improper use. Any organization, group or person improperly using the parks may be banned from future park usage.

Persons using the park shall obey all posted signs.

The Island Recreation Association must first approve any decorations and the placement of such.

No person(s) shall willfully mark, deface, disfigure, tamper with, displace or remove any part thereof of the parks.

Groups and individuals using the parks will be expected to leave the park clean and in good condition. All waste paper and litter must be put in the proper receptacles. The Association and the Town of Hilton Head will not be responsible for any property that is left on the premises by individuals or groups using the parks.

Any activity in the parks must be conducted according to applicable laws, policies and procedures.

The Association reserves the right to reject any application and/or waive any or all charges and fees as determined to be in the community's best interest.

Office Administrator of the Association approves all rental requests.

Appeal: In the event an applicant is denied approval for a non-special event (an event anticipated to have five hundred [500] or less people at any one time), an appeal may be made to the Town Manager. The Town Manager shall make a decision within seven (7) days granting or denying the appeal. The Town Manager's decision shall be final.

In the event an applicant is denied approval for a special event (as defined in Town Code Section 17-12-115 [a(1), (2), (3)]), an appeal shall be made in accordance with Town Code Section 17-12-124.