



## CORNELIUS PARC DEPARTMENT

### 2010 FACILITY RESERVATION

### POLICIES AND PROCEDURES

#### **RESERVATION IDENTIFICATION & TIMELINE**

1. February 1<sup>st</sup>, 2010 Cornelius PARC Department Programs/Activities
2. February 15<sup>th</sup>, 2010 Partnering Associations and Historical Users
3. February 28<sup>th</sup>, 2010 General Public
4. All other fields and facilities will be available on a first come first served basis.

#### **CRITERIA**

The Town of Cornelius will have the initial opportunity to reserve facilities for PARC Department programs.

Next, Partnering Associations and "Historical Users" will be given the opportunity to reserve facilities, as they are available, in accordance with current reservation policies. Historical users are defined as groups that have traditionally utilized a facility or facilities over a specific period of time. Historical users will be designated by the Cornelius PARC Department. This designation will not guarantee that all reservations can be granted. However, this will allow historical user groups an opportunity to reserve facilities prior to the general public while also providing adequate time to make alternate arrangements and to pursue other options. Blanket reservations will not be accepted, as facilities must be available for other user groups.

Finally, general public users will be given the opportunity to reserve facilities. General public is defined as any group, league, association, or instructor wishing to reserve a facility for planned and scheduled activities other than free play.

Additional criteria that will be *considered* when granting reservations, especially when two (2) or more groups are requesting same facility, date, time:

- Resident groups will receive preference over non-resident groups
- Youth vs. adult
- Existing reservations (have other requests been granted or not?)
- Alternative solutions (are there other options?)

#### **FACILITY RESERVATION GUIDELINES**

- All facilities must be reserved a minimum of seven (7) days in advance and must be accompanied by associated payment
- Reservation confirmations will be prepared for all users
- Full payment will be due at time of reservation confirmation
- All reservations must be fully utilized by user groups
- "Blanket" reservations will not be accepted
- The Cornelius PARC Department reserves the right to make necessary adjustments and to revoke reservations
- All users must comply with PARC facility guidelines as well as local and state ordinances