

FACILITIES & PARKS

Cedar Fork Community Center

\$100 deposit during operating hours
 \$200 deposit after operating hours
 **CFCC has 2-hour rental minimum

	R	N
Classrooms		
During Hours	\$39/hr	\$59/hr
After Hours	\$67/hr	\$97/hr
Kitchen Usage	\$22	\$22
Gymnasium		
1 Court During Hours	\$30/hr	\$44/hr
1 Court After Hours	\$57/hr	\$85/hr
Both Courts During Hours	\$57/hr	\$85/hr
Both Courts After Hours	\$85/hr	\$126/hr
Gym Floor Covering		
During Hours ONLY	\$225	\$225
Volleyball Standards		
Setup	\$45	\$45

Morrisville Aquatics & Fitness Center

\$100 deposit during operating hours

	R	NR
Multipurpose Room		
During Hours	\$36/hr	\$54/hr

Athletic Field Rentals

\$100 deposit per field
 Field Prep: \$42 | Lights: \$27 per hour (except Church Street)

	R	NR
Church Street Park Field.	\$55/hr	\$75/hr
Light Fee	\$40/hr	\$40/hr
5800 Cricket Pitch Way		
Shiloh Park	\$43/hr	\$54/hr
922 Church Street		\$54/hr
Morrisville Community Park Fields	\$43/hr	
1520 Morrisville Parkway		
Cedar Fork District Park Fields	\$43/hr	\$54/hr
228 Aviation Parkway		
Fields 1-8 – no lights		

Church Street Park Shelters, Nathaniel Mayo Shelter (not available Mar – Nov) & Morrisville Community Park Shelter

Please see website for addresses

	R	NR
\$100 deposit		
9:00am - 2:00pm	\$79	\$105
3:00pm - Sunset	\$79	\$105
All Day	\$158	\$210

Indian Creek Trailhead Shelters

101 Town Hall Dr.

	R	NR
\$100 deposit		
9:00am - 2:00pm	\$64	\$89
3:00pm - Sunset	\$64	\$89
All Day	\$128	\$178

Historic Christian Church

222 Church St.

	R	NR
\$200 deposit		
8:00am - 9:00pm	\$43/hr	\$64/hr

*Minimum 2-hour rental required

Northwest Park

998 Parkside Valley Drive

	R	NR
\$100 deposit		
9:00am - 2:00pm	\$79	\$105
3:00pm - Sunset	\$79	\$105
All Day	\$158	\$210

Rental rates are subject to change without notice. Please contact (919) 463-7110 for up-to-date information.
 Shelter rental hours are 9:00a-Sunset. During the months of November-February only 1 rental is scheduled per day.

Morrisville Park System	Baseball/Softball Fields	Basketball Courts	Multi-purpose Field	Greenspace	Playgrounds	Tennis Courts	Grills	Picnic Shelters	Picnic Tables	Restrooms	Trails/Walking Paths
Cedar Fork District Park			X					X	X	X	
Church Street Park			X	X	X	X		X	X	X	X
Crabtree Creek Nature Park			X								
Indian Creek Park				X	X			X	X	X	X
Morrisville Community Park	X		X	X	X		X	X	X	X	X
Northwest Park				X	X			X	X	X	X
Ruritan Park				X							
Sarah Woody Jenkins Park									X		
Shiloh Park	X	X	X	X	X		X	X	X	X	



Facility Rental Form

By signing below, I understand that I am authorized to act on my behalf and the below named organization, and said organization will be responsible for adhering to all rules and regulations for use of the facility. I further understand failure to comply with any rules and regulations may result in charges of additional damage fees. As a renter of the facility, I shall indemnify and hold the Town of Morrisville, its officers, employees and agents, harmless from and against any and all claims, losses, liabilities and expenses, charges and damages arising from or relating to this Rental Agreement with respect of any cause arising out of, resulting from, or in connections with rental of Town of Morrisville property. As a renter, I shall promptly assume the defense of any claim, suit or action within the scope of this indemnification at its expense, upon being notified.

Name: _____ Organization: _____

Address: _____ City: _____ Zip: _____

Phone Numbers: (H) _____ (C) _____ Email: _____

Date Requested: _____ Hours Requested: From: _____ To: _____

Check here for multiple dates (see back of page) Expected Attendance: _____

Type of Activity: _____

Return Refund to (if different from above): Name _____ Phone Number: _____

Facility Requested (Check or List Here): _____

MCP Shelter Nathaniel Mayo Shelter Church Street Park Shelter A(near playground) B(near Trail)

CFCC Classroom CFCC Craft Room Indian Creek Shelter A(near playground) B(near trail)

CFCC Conference Room CFCC Gym Whole Half CFCC Kitchen Northwest Park

Historic Christian Church MAFC Multi-Purpose Room Luther Green Community Center

Field Name: _____ Field Number: _____

Do you need lights (only for fields): Y N

Do you need fields lined: Y N

Signed: _____ Date: _____

For Office Use Only:

Summary of Charges:

Rental Location	Time Block/Hour	Rate Per Block	Fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Paid: _____ **Total Rental Fee:** _____

Check#: _____ Credit Card: _____ **Damage Deposit:** _____

Cash: _____ **Receipt #:** _____ **Total Due:** _____

Rules and Regulations

*ANY ISSUES WITH ACCESS OR FACILITY MAINTENANCE PLEASE CONTACT 919.463.7070 OR 919.862.6367
FOR AFTER HOURS ISSUES.*

- Individuals are responsible for any personal items brought into the facility.
- Persons/groups are responsible for returning any town owned equipment, chairs and tables to its designated area.
- Set up and take down for your event is your responsibility and is included in your rental time.
- All trash must be picked up, bagged and placed in designated areas. Please bring additional trash bags for any trash that can not be placed in trash receptacles.
- The following are prohibited within or on the premises of any Town facility:
 - Smoking
 - All illegal drugs and other substances
 - Alcoholic beverages
 - Weapons of any kind, except for Law Enforcement Officers in the execution of their duties and public demonstrations as approved by the Director
 - Animals of any kind except for mobility assistance and public demonstrations as approved by the Director
 - Use of profanity or profane gestures
 - Any type of behavior that is detrimental to the normal operations of the facility.
 - No inflatables
- Decorations can not be taped, nailed or tacked or otherwise attached to any tables, walls, ceiling or any other portion of the buildings or equipment.
- Some shelters have charcoal grills available. It is the renter's responsibility to clean out the grill if used during their rental time. Renter may bring a gas grill as long as it is used on a concrete pad.
- Facility cancellations made 15 days or more prior to the rental may receive 50% of the rental fee and full damage deposit. Cancellations 14 days or less will only receive damage deposit.
- Shelter rentals are "Rain or Shine". Please be aware that the rental fee for shelter rentals are non-refundable if it rains.
- Field rentals are subject to cancellation for inclement weather. If the Department cancels your rental reservation due to inclement weather, the renter does have the ability to receive a full refund or transfer to another date within 30 days of the rental.
- To be compliance with Town of Morrisville Ordinance a special event permit may be required from some rental agreements where public is invited.
- If there is an issue that arises during your rental, please call Police dispatch at 919.829.1911 and ask for officer assistance.

Frequently Ask Questions

- Where do I go to rent a facility, shelter or field?
Answer: To rent an indoor facility at Cedar Fork Community Center please visit the Community Center during normal business hours. To rent the multi-purpose room at Morrisville Aquatics & Fitness Center, please visit the center Monday—Friday from 8am to 5pm. For field or shelter rentals please visit the Parks, Recreation & Cultural Resources Administrative office during normal business hours (Monday — Thursday 7:30am to 5Pm or Friday 7:30am to Noon). All rentals must be completed in person and are first come first serve basis.
- Do I have to be a resident to rent a facility, field or shelter?
Answer: You do not have to be a resident to rent space, but we do require someone who is 21 years or over to sign any rental agreement and must assure adequate supervision is present during the rental time.
- Do all the fees have to be paid in advance or can I pay the day of my rental?
Answer: All fees must be paid at the time of reservation being made.
- When can I expect to receive my damage deposit?
Answer: Damage deposits will be returned to you after your rental as long as there is no damage to the facility, shelter or field., the rental space has been left clean and in orderly condition and no additional time was used. Damage deposits are normally refunded within two weeks.
- Do you require advance notice to rent a facility?
Answer: The Department requires at least 24 hours advance notice for any rental during normal business hours.
- Is it possible to rent a facility outside normal operating hours?
Answer: Yes it is possible; however, it does require notice of at least ten business days prior to the requested rental date to ensure staff is available.
- Can facilities be rented for tournaments?
Answer: Facility request for tournament use are subject of approval by the Director and may require police security at renters expense.
- Can individuals or non-profit groups rent a facility for profit?
Answer: Individuals or Groups may not reserve a facility where they would make a profit (fundraising, auctioning, trading, etc) unless approved by the Director and they are a qualified 501c3 non-profit organization at the time of rental.
- Is it possible for a group to rent a classroom for several days?
Answer: A rental contract is required for any individual or group requesting more than 20 days.
- What happens if the Department cancels my reservation?
Answer: The Department reserves the right to cancel any reservation at any time and will inform the renter of this decision as far in advance as possible. When this happen the renter can reschedule as long as it is within 30 days of the rental or receive a full refund.