



Facility & Parks Information

**Cedar Fork Community Center**  
1050-B Town Hall Drive | 919-463-7100

Rental Spaces	Resident	Non-Resident
Classrooms (arts/crafts, classroom, conference room)	\$39/hour	\$57/hour
After Hours	\$67/hour	\$97/hour
Kitchen	\$22 flat fee	\$22 flat fee
Gymnasium (half court)	\$30/hour	\$44/hour
Gymnasium (full court)	\$57/hour	\$85/hour
Gymnasium (half court after hours)	\$57/hour	\$85/hour
Gymnasium (full court after hours)	\$85/hour	\$126/hour
Miscellaneous Rental Fees		
Gym Floor Covering (during hours only)	\$225 flat fee	\$225 flat fee
Volleyball Standards	\$45 flat fee	\$45 flat fee

\$100 deposit for during operating hours  
 \$200 deposit for after-hours rentals  
 All rentals have a 2-hour minimum rental time  
 Rental time must include any set up and clean up time

**Morrisville Aquatic & Fitness Center**  
1301 Morrisville Parkway | 919-463-6900

Rental Spaces	Resident	Non-Resident
Multipurpose Room	\$36/hour	\$54/hour

\$100 deposit for during operating hours  
 Currently closed for renovations

**Athletic Field Rentals | 919-463-7110**

Field Location	Resident	Non-Resident
Cedar Fork District Park Fields 228 Aviation Parkway	\$43/hour	\$54/hour
Church Street Park Field 5800 Cricket Pitch Way	\$55/hour	\$75/hour
Morrisville Community Park Fields 1520 Morrisville Parkway	\$43/hour	\$54/hour
Shiloh Park Field 922 Church Street	\$43/hour	\$54/hour
Miscellaneous Rental Fees		
Field Prep	\$42 flat fee	\$42 flat fee
Lights (no lights at CFDP)	\$27/hour	\$27/hour
Lights (Church Street Park only)	\$40/hour	\$40/hour

\$100 deposit for all field rentals

**Picnic Shelter Rentals**  
919-463-7110

9:00 am – 2:00 pm OR 3:00 – Sunset (March – October)  
 9:00 am – Sunset (November – February)

Shelter Location	Resident	Non-Resident
Church Street Park Shelter 5800 Cricket Pitch Way	\$79	\$105
Morrisville Community Park 1520 Morrisville Parkway	\$79	\$105
Nathaniel Mayo Shelter 922 Church Street	\$79	\$105
No rentals March - October		
Northwest Park 998 Parkside Valley Drive	\$79	\$105
Indian Creek Trailhead 101 Town Hall Drive	\$64	\$89

**All Day (March – October only)**

Shelter Location	Resident	Non-Resident
Church Street Park Shelter 5800 Cricket Pitch Way	\$158	\$210
Morrisville Community Park 1520 Morrisville Parkway	\$158	\$210
Nathaniel Mayo Shelter 922 Church Street	\$158	\$210
No rentals March - October		
Northwest Park 998 Parkside Valley Drive	\$158	\$210
Indian Creek Trailhead 101 Town Hall Drive	\$128	\$178

\$100 deposit for all shelter rentals

**Other Rental Facilities | 919-463-7110**

Facility	Resident	Non-Resident
Historic Christian Church 222 Church Street	\$43/hour	\$64/hour

\$200 deposit  
 Currently closed for parking lot construction

Luther Green Center 922 Church Street	\$43/hour	\$64/hour
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\$100 deposit  
 No rentals March - October

All rentals have a 2-hour minimum rental time  
 Rental time must include any set up and clean up time  
 Rentals only permitted from 8:00 am – 9:00 pm

**Rental rates are subject to change without notice. Please call 919-463-7110 for additional information.**



# Morrisville Parks, Recreation & Cultural Resources



## Facility & Parks Rental Form

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Hours Requested: \_\_\_\_\_

for multiple dates and times, please fill out next page

Rental Purpose: \_\_\_\_\_

### Facility Requested

#### Cedar Fork Community Center

- Arts & Crafts Room
- Classroom
- Conference Room
- Kitchen
- Gymnasium (half)
- Gymnasium (full)
- Gym Floor Covering\*
- Volleyball Standards\* \*not guaranteed

#### Morrisville Aquatic & Fitness Center

- Multipurpose Room

#### Athletic Fields

- Cedar Fork District Park Field\* \_\_\_\_\_
- Church Street Park Field
- Morrisville Community Park Field\* \_\_\_\_\_

- Shiloh Park\* \_\_\_\_\_

\*multiple fields at park, please indicate which field you want to rent

- Field Prep
- Lights \_\_\_\_\_ (number of hours lights needed)

#### Picnic Shelter

- Church Street Park Shelter A (near playground)
- Church Street Park Shelter B (near trail)
- Morrisville Community Park
- Nathaniel Mayo Shelter
- Northwest Park Shelter
- Indian Creek Shelter A (near playground)
- Indian Creek Shelter B (near trail)

#### Other Facilities

- Historic Christian Church
- Luther Green Center at Shiloh Park

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.

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

<u>Office use only</u>			
<u>Rental Location</u>	<u>Rental Time</u>	<u>Hourly Rate</u>	<u>Total Fee</u>
_____	_____	_____	_____
_____	_____	_____	_____
Rental Fee: _____	Deposit: _____	Total Due: _____	

Payment Information
Cash: _____
Check #: _____
CC # (last 4): _____
Receipt #: _____



## Rules and Regulations

**Any issues with access or facility maintenance please call (919) 463-7070 and after-hour issues, call (919) 862-6367**

- 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 cannot 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 cannot be taped, nailed or tacked or otherwise attached to any tables, walls, ceiling or any other portion of the buildings or equipment.
- Use of confetti, glitter, paint, or any adhesives is prohibited
- 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 only if 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.