



UNC Faculty-Staff Recreation Association, The Farm  
 #1 Alice Ingram Circle  
 Chapel Hill, NC 27517  
 uncfarm@gmail.com, www.uncfarm.org  
 Phone (919)962-3276 FAX (919)962-6854

## 2018 PICNIC SHELTER RESERVATION POLICY AND APPLICATION UNC DEPARTMENT RENTALS

The following is an agreement between the FSRA and \_\_\_\_\_  
 \_\_\_\_\_ UNC Group or Department  
 on \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_  
 (date of rental) (beginning of event) (end of event)

### RENTAL POLICIES

1. **No group picnics may be held on Saturdays, Sundays, or holidays from Memorial Day to Labor Day.** In addition, groups cannot reserve the picnic shelter before 4:00pm from June 11 – August 24.
2. **The lights are only to be used for club functions; therefore, all picnic groups must leave by dark.**
3. **The blue trash cans are for aluminum/plastic/glass/ paper recycling only (no sorting necessary).** Please leave clean corrugated cardboard by blue recycling bins.
4. **Alcohol may be served at the function.** If alcohol is served, it will be brought by the sponsor and removed at the end of the function. No alcohol will be sold nor will alcohol be served to anyone under 21 or to anyone who is visibly intoxicated. If required by law, I will obtain a private party license from the ABC Control Office and will present evidence of this one day before the function to the Club Manager. This license shall be publicly displayed during the function. The FSRA will not be responsible for any injury that may occur as a result of alcohol being served at the function.
5. **During picnics, guests may not use the swimming pools or the tennis courts.** Children must be under adult supervision at all times. Bathrooms are located in both buildings on the other side of the driveway east of the shelters.
6. **I am responsible for any damage incurred by any event participants.** After the event, Farm management will inform me of any damages. I accept responsibility for property damage to The Farm that may occur as a result of the function and any repair cost needed be paid within 10 days of notification by Farm management.
7. **I accept responsibility for clean-up for the party. Clean-up consists of emptying all trash and taking it out to dumpster located along driveway as you leave the upper parking lot and replacing any tables and benches moved from its original spot. The shelter should be left in the condition it was found before the function. If the clean-up by a group is inadequate, The Farm reserves the right to do additional clean-up and bill that extra work against the sponsoring department. Clean-up responsibilities do apply to adjacent field, grounds and basketball court.**
8. **Please note The Farm is a pet free facility.** Please inform event attendees of this policy. A \$50.00 penalty will be charged for each pet if this policy is violated.
9. **Parking is available only in the lots on the right hand side of the road behind the picnic shelters and the hard tennis courts.** Please follow the one-way traffic signs.
10. **If live or amplified music is provided during event, please direct music away from clay tennis courts.** Please insure compliance of Town of Chapel Hill Noise Ordinance.

### RATES AND PAYMENT

<b>Group Rates:</b>	Up to 25 participants - \$ 110	51 to 100 participants - \$275
	26 to 50 participants - \$190	100 to 150 participants - \$375

- **150 participants is the maximum number of people that the Farm can accommodate.** Any group exceeding that number will be charged an additional \$200 and will permanently lose its privilege to reserve the FSRA picnic shelter.
- **The FSRA will bill the group after the picnic.** When you are processing payment through a trust fund account, your department's name and the date of your function must be on the check to ensure proper credit. Cancellations will be accepted up to one week before the reservation date without a penalty. A \$100.00 penalty will be charged for any other cancellation or no show unless there is inclement weather on the day of the picnic. Please make checks payable to "The Farm".

**Please make sure the entire group is aware of these policies.**

Please sign and return one copy to: FSRA, #1 Alice Ingram Circle, Chapel Hill, NC 27517, The Farm.

I have read the policies listed above and agree to them. I will be responsible for the conduct and safety of my group.

\_\_\_\_\_  
 Signature of Department Representative

\_\_\_\_\_  
 Printed Name of Department Representative

\_\_\_\_\_  
 Campus Address and Email Address

\_\_\_\_\_  
 Best Phone Number for Emergency Contact