



Application for Non-Profit/ Local Government Usage of Recreation Centers Monday- Friday 9:00 am – 3:00 pm

The Henderson-Vance Recreation & Parks Department (HVRPD) will waive rental fees for local non-profits, City of Henderson Departments, and Vance County Departments for meeting space within staffed Recreation Centers Monday- Friday; between 9:00 am – 3:00 pm, contingent upon space availability.

Eligible Organizations:

- Nonprofits (with required 501(c)3 verification, based in the City of Henderson)
- City of Henderson Departments
- Vance County Departments
- Organizations registered with the compiled by the City of Henderson-Vance County Planning Department (Organizations Directory) AND which are active “adoptees” as part of HVRPD’s Adopt-a-Park/Adopt-a-Trail program.

Eligibility Requirements:

- Use must occur at staffed Recreation Center Monday- Friday between the hours of 9:00 am- 3:00 pm.
- Use must be for an “open public meeting”.
- Organization may not charge or solicit any fees, dues, or donations from those attending meeting.
- Reservations will be accepted on a meeting to meeting basis.
- Application may be made no more than 90 days in advance.
- Refundable deposit will apply. In addition, the Food Fee and Setup/Dismantle fee will apply if applicable.

This waiver **does not apply** to private social functions (weddings, birthday parties, or for individual usage.)

Facility and Field Equipment Waiver Application

If an agency would like to request a waiver or reduction of fees outside of this timeframe and/or the requirements, they may submit a Facility and Field Equipment Waiver Application to HVRPD for consideration. Requests for fee waivers or reduced fees are determined on a case by case basis for community based events and community fundraisers that are aligned with the Mission of Henderson-Vance Recreation & Parks. Fee waivers or reduced fees on rentals of facilities and fields must be recommended by the Recreation Advisory Commission and approved by the Director of Henderson-Vance Recreation & Parks. For an application, please visit the Department’s website at www.ci.henderson.nc.us or ask for assistance from HVRPD staff member.

This application does not guarantee the availability of HVPRD locations(s). You must have completed all applicable reservations procedures, including but not limited to reserving the facility and paying the required refundable security deposit. You and the organization you represent are required to follow all established permit regulations and HVPRD rules during and after the event.