



**Applications for Non-Profit/ Local Government Usage of Recreation Centers  
Monday- Friday; 9:00am- 3:00pm**

Organization: \_\_\_\_\_ EIN#: \_\_\_\_\_

Date(s) of event(s): \_\_\_\_\_ HVRPD Rental #: \_\_\_\_\_

Business Type:

City of Henderson     Vance County     Non-Profit\*

**\*If a Non-Profit Organization, you must attach a copy of 501(c)3 IRS Determination Letter.**

Registered with City of Henderson-Vance County Planning and active "Adoptee" in HVRPD's Adopt-a Park/ Adopt-a-Trail Program

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: NC Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (O) \_\_\_\_\_ (C) \_\_\_\_\_ (Alt.) \_\_\_\_\_

Email: \_\_\_\_\_

Website address: \_\_\_\_\_

Request facility/location of Rental: \_\_\_\_\_

Brief Description of Rental: \_\_\_\_\_

**I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of the HVRPD location(s). I further understand that I must have completed all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and paying the required security deposit. I further acknowledge that if the request is denied then the organization I represent must pay all remaining fees by the due date. I understand and agree that all established permit regulations and HVRPD rules will be followed during and after the event.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

For Office Use Only	
Site Supervisor review completed _____	_____
Site Supervisor Signature	Date
<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>
Approval Signature _____	_____
(HVRPD Director or Appointed Designee)	(Date)