

**DIVISION OF PARKS AND RECREATION**

**July 19, 1999**

**STAFF DIRECTIVE 99-12**

**TO:** Superintendent of State Parks  
Parks Chief Ranger  
District Superintendents  
Park Superintendents

**FROM:** Philip K. McKnelly

**SUBJECT:** Addendum to Staff Directive 89-23

This Directive amends Staff Directive 89-23 by adding general procedures and charges for special activity permitted use of certain non-fee schedule facilities within the North Carolina State Park System.

The attached policy addendum, list of facility spaces, fees, and charges are effective immediately.

PKM/ST/lf

Attachment

Signed copy retained by Gina Rutherford, Administrative Section, Archdale Building

**POLICY ADDENDUM  
FOR  
USE OF STATE PARK FACILITIES  
BY  
SPECIAL ACTIVITY PERMIT**

Identified facilities within the North Carolina State Park System may be available for non-division use through the Special Activity Permit process. Such use would usually be restricted to park operational hours and only when not in conflict with scheduled activities conducted by the park or other park operational and staffing considerations.

Facilities that may be available by Special Activity Permit and related charges are listed on the attached page. Other spaces may be added to this list as new facilities are built. Park Superintendents and District Superintendents will identify such spaces and recommend additions to this list, along with suggested additional charges, to the Superintendent of State Parks and the Director for their review and approval. Also, spaces may be recommended for deletion from this list by the Park Superintendent and the District Superintendent to the Superintendent of State Parks and the Director if operational, situational, or other changes warrant such a deletion.

In order for the Division of Parks and Recreation to retain priority use of these facilities for the primary purposes for which they were designed, applications for Special Activity Permits for these spaces will generally be accepted no more than 30 days in advance. To allow for review and processing time, applications should be received at least 48 hours in advance. Multiple days of use will not, as a rule, be permitted. Permit fees and additional charges are due when permits are issued. Cancellation of use and requests for refund must be made in writing no later than 24 hours prior to intended use. A five dollar (\$5.00) refund fee will be deducted from the amount to be refunded.

Special Activity Permits are not generally required for meetings, classes, and related activities that involve park or other division staff, or other state, local, or federal agencies or non-profit organizations with cooperative working relationships with the park. Any other state, local, federal, non-profit, or for-profit agencies or organizations will require a permit and will be charged a permit fee and additional charges unless waived by the Director. These spaces are not available for commercial or fund raising activities and compatible use determinations will be made by the Park Superintendent on a case-by-case basis. All park rules and regulations apply, and no food or beverages are allowed in these facilities without prior approval by the Superintendent. All indoor facilities are smoke free spaces. Other more specific provisions and conditions may apply, depending on the park and the facility.

The recipient of a Special Activity Permit assumes all responsibility for liability during and as a result of the permitted special activity. Facility capacity use numbers will be specified on the Special Activity Permit, along with any other special conditions or provisions by the permit. Clean up and repair fees may be charged if necessary, consistent with the conditions outlined on the back of the Special Activity Permit.

## COST PER FACILITY

(Includes \$25 Special Activity Permit Fee)

	Half Day	Full Day
HARO Auditorium	100	175
GOCR Auditorium	100	175
HABE Auditorium	100	175
WIUM Auditorium	100	175
LAWA Auditorium	100	175
CABE Auditorium	100	175
CRMO Auditorium	100	175
WEWO Classroom	75	150
JORI Auditorium	100	175
FOFI Classroom	75	150
HARO Classroom	75	150
GOCR Classroom	75	150
HABE Classroom	75	150
WIUM Classroom	75	150

	Half Day	Full Day
LAWA Classroom	75	150
CABE Classroom	75	150
CRMO Classroom	75	150
HABE Conference Room	75	150
STMO Conference Room	75	150
ENRI Conference Room	50	75
JORD Conference Room	75	150
MEMO Conference Room	75	150
KELA Conference Room	75	150
GOCR Outdoor Classroom	50	75
HARO Pavilion	50	100
MOMO Lodge	50	75
MOMI Observation Lounge	100	175
ENRI Open Air Cabin	50	75

(Half Day = 8:00 a.m. to 12:00 p.m. / 1:00 p.m. to 5:00 p.m.)

(Full Day = 8:00 a.m. to 5:00 p.m.)

Any use after 5:00 p.m. to closing will be at a rate of \$25.00 per hour, plus the \$25.00 permit fee, unless already charged.