

**Fort Bragg  
Park Rental Agreement**  
[www.bragg.armymwr.com](http://www.bragg.armymwr.com)

Thank you for choosing Fort Bragg Parks as your preferred location to host your event.  
*Effective July 27, 2021*

Reservations for Smith Lake, Wilson, Woodland, and Flight Line Parks may be made at:  
Smith Lake Recreation Area Office: 910-396-5979 / 910-396-5984

Military Unit or Individual Name: (Please Print) \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**\*\*PARK RENTALS DO NOT INCLUDE THE PLAYGROUNDS\*\***

**Smith Lake Recreation Area:**

Area	Date	Time	Number of Patrons	Fee
Smith Lake Area A (3 Pavilions, Electric, Water, B-Ball Court)				
Smith Lake Area B (3 Pavilions, Water, B-Ball Court)				
Smith Lake Area E (Volleyball, Basketball, Horse shoes, Pavilions)				
Smith Lake Area D (Volleyball, Basketball, Horse shoes, Pavilions)				
Smith Lake Entire Park (Area A, B, C, D)				
Beach Large Pavilion (fee is non-refundable)				
Beach Small Pavilion (fee is per pavilion and is non-refundable) check all that apply: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4				

**Wilson Park:**

Area	Date	Time	Number of Patrons	Fee
Playground Area (Pavilion 1,2)				
Fishing Pier Area (Pavilion 3,4)				
Entire Park (Pavilion 1, 2, 3, 4)				

**Pope AAF Woodland Park:**

Area	Date	Time	Number of Patrons	Fee
Woodland Park Entire Park (Pavilion 1, 2, 3, 4, Volleyball Court)				

**Pope AAF Flight Line Park:**

Area	Date	Time	Number of Patrons	Fee
Flight Line Entire Park (Pavilion 1, 2, 3, 4, 5, 6, 7)				

**Bag of Sports Equipment**

Soccer Ball: \$20 Replacement Fee  
Football: \$25 replacement Fee  
Playground Ball: \$10 Replacement Fee  
Volley Ball: \$25 Replacement Fee  
Basketball: \$25 Replacement Fee  
Horseshoes: \$45 Replacement Fee

**BAG #** \_\_\_\_\_

**HORSESHOE #** \_\_\_\_\_

Bag: \$10 Replacement Fee      Initial for Liability \_\_\_\_\_      Initial of Staff of returned items \_\_\_\_\_



# Fort Bragg Park Rental Agreement (continued)

**\*\*PARK RENTALS DO NOT INCLUDE THE PLAYGROUNDS\*\***

**Rental Responsibilities:**

**Initial**

- 1) Set-up and break-down must be performed during posted opening hours:  
**Smith Lake Park, Wilson Park, Woodland and Flight Line Park, daily:**  
Sunrise to Sunset  
**Smith Lake Beach Pavilions, select days only (check website and confirm with office):**  
Memorial Day to Labor Day 08:00 to 19:00 (weather permitting) \_\_\_\_\_
- 2) Reservations are accepted year round for military units and up to 90 days for all other parties. \_\_\_\_\_
- 3) Park rentals **DO NOT** include playgrounds. They are open to the public. \_\_\_\_\_
- 4) Reservation is guaranteed when \$150 deposit is received in full. \_\_\_\_\_
- 5) **NO** alcoholic beverages are permitted in the parks or on the beach.  
**Must have base approval by O-6 or above and in writing given to our office in advance of function** \_\_\_\_\_
- 6) **NO PETS OF ANY KIND** are allowed in the parks or on the beach. \_\_\_\_\_
- 7) **NO** smoking outside of designated areas. \_\_\_\_\_
- 8) **NO GLASS CONTAINERS.** \_\_\_\_\_
- 9) Noise ordinance enforced. Keep volume to a minimum \_\_\_\_\_
- 10) Port-a-Potties and hand-wash stations must be arranged if patron count is 200 or more,  
**BATHROOMS WILL BE LOCKED** \_\_\_\_\_
- 11) **VEHICLES ARE NOT** permitted on the park grounds except to load and unload. \_\_\_\_\_
- 12) **NO VENDERS** are allowed to sell items without AAFES authorization and written proof of  
Authorization given to our office prior to function. \_\_\_\_\_
- 13) Equipment may be signed out free of charge on a **first come first serve basis** \_\_\_\_\_
- 14) Guests **must** stay within the reserved park/pavilion area, other areas may not be used.  
Equipment may **NOT** be set up on the road and/or parking areas.  
Access and through roads may **NOT** be blocked off. \_\_\_\_\_
- 15) Picnic tables and other items **may not** be moved from other pavilion areas. Eligible customers  
can rent additional equipment at the Equipment Checkout Center @ (910)396-7060. \_\_\_\_\_
- 16) Cleaning responsibilities include: Wiping table tops, emptying charcoal in designated ash  
container, **Emptying trash into dumpsters (Charge of \$20 per trashcan not emptied**  
**subtracted from deposit refund), replacingliners (available at park office),** and cleaning  
floors (sweep and hose off if necessary) and removing all decoration items (balloons, banners, flyers,  
staples, tape, streamers, etc.). **Confetti and water balloons are NOT allowed. Deposit will not be**  
**returned if rented areas are left in disorder.** \_\_\_\_\_

The undersigned agrees to abide by the guidelines and rules of this rental agreement

Signature of POC for event: \_\_\_\_\_

Signature of Park staff: \_\_\_\_\_

We value your comments and suggestions in a continued effort to improve our service and facilities. We are only as good as YOU say we are! Please share your experience at <http://ice.disa.mil> or simply fill out a customer comment card available at the office.