



DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
**NORTH CAROLINA DIVISION OF PARKS AND RECREATION**  
**Singletary Lake State Park**  
**APPLICATION FOR EDUCATIONAL BUILDING USE**

A deposit must accompany this application. Applications will not be processed without deposits. Deposits are non-refundable upon the time when the application has been approved by the Park Superintendent. There is a 30 person max. for this facility.

Request to reserve the Education Building for the dates of (mm/dd/yyyy):

First choice date range: \_\_\_\_\_ to \_\_\_\_\_

Second choice date range: \_\_\_\_\_ to \_\_\_\_\_

Third choice date range: \_\_\_\_\_ to \_\_\_\_\_

Expected check-in time: \_\_\_\_\_ Expected check-out time: \_\_\_\_\_

Organization name: \_\_\_\_\_

Is this a non-profit organization?:  Yes  No Total number in group: \_\_\_\_\_

Name of applicant: \_\_\_\_\_ Position/Office held: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

On site group leader name: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Alternate/additional leader name: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

I hereby acknowledge with my signature a full and complete understanding of the general conditions with which this use permit sets forth. I agree to abide by these conditions and follow the group camp facility guidelines and State Park rules and regulations required by the North Carolina Division of Parks and Recreation.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Make checks payable to:** Singletary Lake State Park

**Mail the completed application and deposit to:**

Singletary Lake State Park  
 6707 N.C. Hwy. 53 East  
 Kelly, NC 28448

Phone: 910-669-2928  
 Fax: 910-669-2034  
 Email: singletary.lake@ncparks.gov

FOR OFFICE USE ONLY	
Application approved : _____ <i>(Park Superintendent)</i>	Date: _____

## EDUCATIONAL BUILDING FEE AND DEPOSIT SCHEDULE

The Educational Building has 30-person maximum capacity.

**Hours:** Open year-round except Christmas Day

Available for use during the hours of 8:00 a.m. to 5:00 p.m. only

**Fee:** \$78.00 per day

### DEPOSIT CALCULATION

Deposits are per facility. All applications must have a deposit included or it will not be processed. **Deposits equal half of the total amount of your stay.** The remaining balance will be collected at check-in.

For example:

*1 day @ Education Building = \$78.00 total*

*\$78.00 divided by (÷) 2 = \$39.00*

*Total deposit due: \$39.00*

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## EDUCATIONAL BUILDING FACILITY GUIDELINES

- It is your responsibility to discuss the following information with your group BEFORE arrival at Singletary Lake Educational Building Facility.
- You or an appointed person from your group must check-in at the office to receive access for the Educational Building. Hours of use are from 8:00 a.m. to 5:00 p.m. No before hours or afterhours check-in is available.
- The Educational Building has a use capacity of 30 people. By the order of the Bladen County Fire Marshal, this capacity MUST not be exceeded. Overnight use for a sleeping area is prohibited and will result in your group being asked to vacate the camp forfeiting the rest of your stay.
- At check-in, park staff will open the Educational Building facility you have reserved. The buildings intended use is for educational programs and presentations.
- At check-out, the Educational Building facility will be inspected per instructions posted in the building. Failure to satisfactorily clean the facility will result in a clean-up fee being charged and forfeiture of future rentals at Singletary Lake State Park. Please use bleach-based products to ensure cleanliness.
- Inspection must be completed by 5:00 p.m. Please notify park staff at check-in of what time you wish to check out. All users must vacate the building by 5:00 p.m.
- Return tables and chairs to the position found at arrival. Wipe down tabletops, countertops, and appliances. Clean white boards if used. Turn off equipment, lights, and fans.
- Do not staple, screw, or nail objects, signs, emblems, etc. to structures including walls and doors.
- Alcoholic beverages, firearms (non-permitted) and fireworks are prohibited in all State Parks and State Recreation Areas.
- Pets are not allowed in cabins, mess halls, education building and washhouses unless they are certified aid animals. While on the park, all pets must be attended on a leash no longer than six feet.
- All-terrain vehicles, golf carts and off-road driving is prohibited in State Parks. Motorized wheelchairs are permitted for those with disabilities.
- All State Park rules and regulations apply.
- Please be considerate of park wildlife. Observe wildlife; do not disturb.

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I have read, understand, and agree to comply with the Singletary Lake State Park Facility Guidelines.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_