



## Ocean Isle Beach Community Center Policies, Rules and Fees for Reservations

### POLICIES GOVERNING USE

When not in use for Town sponsored or co-sponsored activities, the Ocean Isle Beach Community Center may be rented by organizations and the general public in accordance with established policies, procedures and regulations. Fees shall be reviewed annually and adjusted as necessary.

- 1) Priority for use will be as follows:
  1. Town sponsored or co-sponsored activities.
  2. Civic Meetings or Organizations & Private Functions
- 2) When the Community Center is being used for functions other than Town sponsored or co-sponsored activities, parties must complete the designated application and submit fees in order to obtain approval by designated staff members at Town Hall.
- 3) Commercial activities, public or private, or any solicitation will not be permitted at the Community Center.

### RULES & FEES FOR USE

- A. In order to reserve the Community Center, a person must be 18 years of age or older. This person must be present at all times during the use of the Community Center.
- B. A security/cleaning deposit is required for all functions. The following is the schedule of fees for the rental of the Community Center.

<u>TIME OF DAY</u>	<u>LENGTH OF RENTAL</u>	<u>DEPOSIT</u>	<u>FEE</u>
DAYTIME MONDAY THRU SUNDAY 9:00 AM until 5:00 PM	2 Hours or less	\$100.00	\$ 75.00
	4 Hours or less	\$100.00	\$ 150.00
	6 Hours or less	\$100.00	\$ 200.00
	8 Hours or less	\$100.00	\$ 250.00
EVENINGS MONDAY THRU SUNDAY 5:00 PM until 9:00 PM	4 Hours or less	\$250.00	\$350.00
DAYTIME & EVENING MONDAY THRU SUNDAY 9:00 AM until 9:00 PM	12 Hours	\$250.00	\$400.00



### CONDITIONS FOR RETURN OF DEPOSIT FEE

The deposit fee will be returned, in full, to the renter unless: the Town determines the facility has been damaged; that special services (cleaning, equipment maintenance, etc.) is required as a result of the activity; or the event is cancelled by the renter with less than five (5) working days (Monday thru Friday, excluding holidays) notification to Town Hall or the Center is not returned to its original state (example: items not removed, etc.). If there are damages to the building for which the cost exceeds the rental deposit, the individual executing the waiver form shall be responsible for paying the costs to repair damage that occurred during the rental period. In the event of an act of nature and Town Hall closes the Community Center, the deposit and fees will be returned to the renter.

- C. There is a charge of \$25.00 for all returned checks.
- D. Applications and fees for reservations must be made at Town Hall, 3 West Third Street, Ocean Isle Beach, between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday).

#### **Reservations are considered CONFIRMED and placed on calendar AFTER:**

- Application is completed and submitted to Town Hall
- Deposit has been paid in **FULL**
- Rental Fee has been paid in **FULL**

*\*Total fees and deposit will be returned if reservation is cancelled **30 days** in advance less a \$25.00 administration fee.*

- E. Illegal drugs, gambling, or alcoholic beverages are **NOT** permitted.
- F. Only non-profit usage of facility is allowed. No solicitation allowed.
- G. The Community Center is rented for usage **AS IS**. Each renter is responsible for any and all arrangements, activity supervision, well-being and orderly conduct of all persons involved with the event, set-ups, equipment, etc., relating to the event, program or activity.
- H. Smoking is **NOT** permitted in any part of the building.
- I. Concession operations are not permitted within the facility or facility premises.
- J. Decorations can be attached to walls, ceilings, or floors only by the use of string or plastic tie and must be removed after use. No permanent changes are allowed to the Community Center. No adhesive tape, bolts, screws or nails shall be placed on the walls, floors, or any fixture, indoor or outdoor.
- K. Renter is responsible for abiding by and limiting admittance (participation) according to facility capacity established by the Town of Ocean Isle Beach. Maximum Occupancy is 85. If capacity is exceeded, the person responsible will be requested to remedy the situation immediately or all persons will be required to vacate the premises.
- L. The building must be left in the same condition, or better than it was at the time of rental. Tables, chairs, etc. must be provided, set up and taken down by the user prior to exiting the building. Clean-up of the building will be the responsibility of the



user. Turn off all lights, close doors, sweep all areas, empty trash cans on deck and replace trash can liners, clean all counter tops, picnic tables, kitchen sinks and pick up trash in bathrooms. The refrigerator is to be emptied and left clean. Microwave must be cleaned after each use. Leave polycarts street side for pickup on designated days.

- M. Renter will indemnify and hold the Town of Ocean Isle Beach free and harmless from any and all liability on account of injury to any person(s) or damage to any property(ies) resulting directly or indirectly from any activity sponsored by or conducted by the renter or attendants to the event or activity.
- N. The Community Center will be available for use from 9:00 a.m. until 9:00 p.m. The Community Center must be cleaned and vacated by 9:00 p.m.
- O. Renter is responsible for reserving required time to adequately set up and clean after the event when stating total time of reservation.
- P. Flagrant misuse of the building will result in forfeiture of future reservation privileges.
- Q. The Community Center restroom facilities are open to the public at all times even during a rental event. Signage is available and located in the kitchen area which state a private function is in progress and request patrons to use front entrance during this time. It is the responsibility of the person renting the Center to place these signs along the walkway area leading to the deck. Town Staff will not erect this signage prior to the event.
- R. It is the responsibility of Town Staff to ensure the Community Center is opened for your rental use; however, it will not be open prior to the rental time you have specified for use. For example, if you have requested the use of the center between the hours of 9:00 am - 12:00 pm it will be unlocked by 9:00 am and locked promptly at 12:00 pm. Do not anticipate it being opened hours in advance. You must plan for ample setup and cleanup time when making the reservation. Failure to leave at time set will automatically forfeit your deposit.
- S. If you should arrive at the Center for your scheduled event and find it is not unlocked, or **you decide to leave prior to your scheduled time**, please contact the **Ocean Isle Beach Fire Department at (910) 579-2804 immediately.**
- T. No cooking is allowed in the kitchen area, only warming or use of microwave is allowed. **Grilling is allowed ground level only. Absolutely no grilling or cooking is allowed on deck area.**

If you have any questions or concerns, please contact Town Hall at 910-579-2166



## Community Center Reservation Form

Applicant's Name:

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Email Address:

\_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/year)

Time: \_\_\_\_ am/pm to \_\_\_\_ am/pm

*(Please include ample time for setup and cleanup; Center will not be opened prior to this time and will be locked promptly at ending time)*

I have read and understand all regulations of this permit. I also understand that my deposit will not be returned if guidelines are not met.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Hall Approval

\_\_\_\_\_  
Date

**For Office Use**  
**PAYMENTS MADE**

Deposit \_\_\_\_\_  
Rental Fee \_\_\_\_\_  
Total \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_  
\_\_\_\_ Check  
\_\_\_\_ Cash  
\_\_\_\_ Credit Card

**CANCELLATION**

Date Cancelled: \_\_\_\_\_  
Deposit Paid \_\_\_\_\_  
Rental Fee Paid \_\_\_\_\_  
Administrative Fee < \$25.00 >

Refund Due: \_\_\_\_\_  
Refund Check # \_\_\_\_\_  
Date \_\_\_\_\_