# **Town of Chapel Hill**

# **Public Facility Use Policy**

### RESERVATIONS ARE ACCEPTED ON A FIRST COME FIRST SERVE BASIS

#### **FEE SCHEDULE**

Rental fee \$200 per day plus \$300 refundable damage deposit

Rental fee for profit event \$350 per day plus \$300 refundable damage deposit

Additional damage fees can be charged up to **10 days after event** for damages in excess of the deposit.

## **RENTAL POLICY GUIDELINES, TERMS & CONDITIONS**

- 1. Applicants/Event organizers must be 21 years or older.
- 2. Community Center operating hours: Monday-Friday 7:30 am-4:00 pm
- 3. Rental Hours: Monday Sunday 8 am to 12 pm
- 4. A reservation is not considered complete until this agreement is signed and rental fee and deposit has been submitted to the Town of Chapel Hill.
- 5. All rental fees are 100% refundable until 2 weeks before event begins. Rentals cancelled within the two weeks prior to the event date will only be returned the damage deposit.
- 6. Reservations may be made up to 1 year in advance.
- 7. Rental fee and damage deposit must be paid in advance before gaining access to facility.
- 8. Dates/facility will not be held without completed agreement and payment.
- 9. Failure to secure room after rental, failure to properly clean facility and costs for any damages incurred will be the responsibility of the renter. If labor and cleanup cost exceed the deposit amount, Renter must pay the difference, in full, within 10 calendar days after the rental.
- 10. User (renter) shall be responsible for damages of any property in rented area and/or for any injuries which might be sustained by any member of the party during the gathering or as a result thereof.
- 11. The Town of Chapel Hill reserves the right to decline any future rentals of any or all city facilities to any party causing damage to city property.
- 12. The Town of Chapel Hill is not responsible for any articles left, lost or stolen on the rented property.
- 13. There will be NO drugs allowed on rented property and all rental properties are smoke free. Smoking will be permitted outside in designated smoking areas only, away from all entrances.
- 14. The Town of Chapel Hill has the right to full access to the facility at any time.

- 15. Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests. The Town reserves the right to require one or more Town of Chapel Hill Police officers or other emergency personnel are present at any and all events that occur within the city limits. Budget for this request at a rate of \$40 per hour at a minimum of 2 hours.
- 16. The Town of Chapel Hill is not responsible for any occurrence beyond our control including but not limited to Acts of God, outbreak of hostilities, insurrection, riot, civil disturbance, fires, floods or other natural disasters the results of which may not be charged against the Town of Chapel Hill.
- 17. Town of Chapel Hill sponsored events have precedence over all groups.
- 18. All live entertainment, DJ's and any amplified sound may be permitted but noise must be low so as not to disturb residents in nearby homes. The Town reserves the right to monitor and regulate the volume of amplified sound.
- 19. A copy of this signed Facility Rental Policy/Terms and Conditions must be provided to any vendors, planners, and related parties associated with the event to insure they are familiar with guidelines.
- 20. Chapel Hill employees are not authorized to sign for or accept any deliveries or pickups.

  A person involved with the activity must accept all deliveries within their reserved time.
- 21. The Town of Chapel Hill may provide a limited number of chairs for any event, subject to availability.
- 22. Smoking is prohibited inside any buildings and within 25 feet of any doorway or window. Use cigarette urns provided. DO NOT THROW CIGARETTES, CIGARS, ETC. ON THE GROUND, IN THE FLOWER BEDS OR INTO THE GRASS.
- 23. All props must be free standing, a white board available for use. Nails, staples, tacks, any kind of tape, etc. may not be used on the walls, ceiling or windows.
- 24. No open flames are allowed under any circumstances. Wax drippings causing damage or cleanup labor will result in the loss of the damage deposit.
- 25. Set up and cleanup is the responsibility of the Renter or Caterer. Everything brought onto the premises is to be removed at the conclusion of the event. If usage exceeds the agreed upon rental time period, a late fee will be charged at a rate of \$100 per hour beyond the booked end time.
- 26. All trash must be bagged and placed in containers provided by the Town of Chapel Hill. All boxes need to be flattened and placed in the containers. Do not leave trash on top of the containers or on the ground.
- 27. Any tents and/or awnings must be inspected and permitted by the Town of Chapel Hill Fire Department. It is the responsibility of the Client to obtain these permits prior to the event.
- 28. Any additional power supply or generator must be inspected and permitted by the Town of Chapel Hill Fire Department. It is the responsibility of the Client to obtain necessary approvals from the Town in advance of the date of the event.

their entirety.	
Renter/Responsible Party:	Date:
Rental date:	Phone #:
Name/Address for damage deposit refund*:	
*Damage Deposits are refunded by check only and are available for pick up at Town Hall if requested. Checks will be available within 7-10 days after rental date.	
Approved by:	
Town Administrator:	
Community Center Director:	
Fees paid: \$ Date:	Method:

The signing of these Guidelines means you have reviewed these Guidelines and accept them in