



## **BURGAW COMMUNITY HOUSE USAGE POLICY**

### **Rental Application:**

All reservations for the use of the Community House shall be made through the Parks & Recreation Director or his/her designee at Town Hall using the appropriate Application Form. Requests should be made at least seven (7) business days before the event. Town functions will take priority. Reservations will be made on a first come, first serve basis. All applications will be reviewed and approved at the time submitted. Once approved, all fees must be paid to secure the date requested. All applicants will be charged the applicable fee. All fees must be paid by cash, check, money order, or credit/debit card and made payable to the Town of Burgaw. No one shall be permitted to use the Community House without first having made proper reservations, paying the required deposit and payment for the use of the building. Application and fees must be submitted at least (7) business days prior to the event. Non-profit organizations/groups who wish to reserve the facility on a weekly/monthly basis will be required to pay the necessary rental and cleaning fees for each day the building is reserved, but may submit a one-time security deposit. All fees will be required to be paid prior to the first time use of the facility. Use of the building for purposes of indirectly or directly selling products, services, collecting monies, donations, fees, etc. is prohibited. The Town of Burgaw reserves the right to refuse any event. Maximum capacity for the building is 100 people (50 people sitting).

### **Community Building Address:**

Physical Address - 102 E. Wilmington St., Burgaw, NC 28425

Mailing Address - 109 N. Walker St., Burgaw, NC 28425

### **Rental Rates:**

Rental rates are as follows for any applicant:

#### Weekday Rentals (Monday – Thursday)

Full day: \$125 per day

Hourly: \$15 per hour (3 hour minimum)

#### Weekend Rentals (Friday – Sunday)

Full day: \$175 per day

Hourly: \$20 per hour (3 hour minimum)

Please note the number of hours you reserve the building must include the time in which you arrive to set up and the time you remove materials and vacate the building. Any applicant wishing to use the building the day or night before an event for decorating purposes, will be required to pay an additional hourly or full day rental fee.

### **Rental Times:**

Full day: 8 a.m. - 12 a.m.

Hourly: any hours between 8 a.m. and 12 a.m.

\*All persons should be out of the building by 12 a.m. midnight\*

**Security Deposit & Cleaning Fee:**

A security deposit in the amount of \$100.00 and a cleaning fee in the amount of \$50.00 are required of all applicants. The security deposit in the amount of \$100.00 and the cleaning fee should be included with the rental payment. The Town of Burgaw reserves the right to withhold any deposit for violation of the usage policy. The cleaning fee will not be returned. The security deposit will be refunded by mail within two (2) weeks after use of the building, provided the building is left neat and clean, floors unmarked, no damages and the key is returned the same day/night as the event.

**Key Pick-up:**

Keys to the Community House must be picked up by Friday at 5:00 for any event held on a weekend. For events held during the week, keys must be picked up the same day before the event, by 5:00 PM the business day prior for events beginning at 7:00 AM the next day, or by 5:00 PM for night time events. All keys may be obtained from the Customer Service Representative at Town Hall. Applicant will be required to show ID before obtaining the key. The applicant must inform the Customer Service Representative in writing if someone else will be picking up keys. All keys must be returned to the yellow drop box located within the Town Hall parking lot after each event. Please place key inside the provided envelope along with the check list signed by the applicant before placing inside the drop box. If keys are not returned, applicant will forfeit their security deposit.

**Alcohol :**

Only beer and unfortified wine may be served during an event so long as such beer and wine is provided by the applicant at no cost to applicant's guests. No beer and unfortified wine shall be sold on the premises during an event by the applicant or their guests. No fortified wine or liquor shall be allowed and/or consumed on the premises during an event. No permits issued by the North Carolina ABC Commission will be honored by the Town for any event held on the premises. The applicant for themselves, their heirs, personal representatives and on behalf of their guests do hereby release and forever discharge, the Town of Burgaw and its public officials, officers, employees and legal representatives from any and all claims and demands, whether known or unknown that the applicant may claim arising out of or in any way relating to the serving and consumption of alcohol on the premises by applicant and/or their guests.

**Community House Maintenance Cleanup Procedure:**

The cleaning fee covers sweeping, mopping, cleaning of the kitchen, restrooms etc. Removal of all trash, personal materials, and completing the "Before You Leave Checklist" is all that is required of the applicant upon departing the facility. The building must be left in the condition in which it was upon arrival. If the Community House is not in order when you arrive, please report this or any other conditions that are not as they should be to the Parks & Recreation Director or his/her designee at Town Hall at once. The Community House is in order when items on the "Before You Leave Checklist" are complete.

**Display & Decorations:**

No decorations of any kind, i.e., plaques, pictures, or any other objects shall be fastened to the walls, ceilings, windows or lighting fixtures by use of nails, tacks, screws, tape, etc. No use of confetti, silly string, etc. will be permitted. Any fixtures, furniture, displays or decorations provided by the user(s) must be removed from the building immediately following the use of the same, so the building will be ready for the next group. Failure to remove items shall be cause for revocation of part or all of the rental deposit. Please be aware that the building may be decorated by the Town during the holiday season and such decorations (Christmas tree, mantel decorations, etc.) shall not be rearranged or removed during your reservation.

**Food:**

Permission for serving food must be noted on the Application Form. Food may be prepared and cooked inside the Community House. Food that is prepared and cooked may be brought into the building in warmer pots and served. Any food, kitchen items and paper products must be brought to the Community House. These items will NOT be provided. You are responsible to bring in all supplies you need.

**Behavior/Smoking:**

Smoking is prohibited inside the Community House, but is allowed outside. Anyone using the facilities or being on the premises of the Community House and grounds will be expected to exhibit proper behavior at all times. Failure to comply with the requirement can result in forfeiture of deposit and future use of the facility. Disorderly conduct or vandalism will result in immediate expulsion or arrest. Courtesy must be displayed during Community House work hours. The Community House is checked frequently for wall and equipment damage. If your group discovers any damage or is responsible for any damage, please notify the Parks & Recreation Director or his/her designee immediately.

**Heating/Cooling:**

Heating and air conditioning are pre-set and programmed and should not be adjusted.

**Outside Equipment:**

Barbeque grills or any outside cooking device shall only be used on the paved area of the Community House. Any grease or cooking residue shall be cleaned from the area immediately following use. No outside tables and chairs are to be brought into the Community House. All tables and chairs will be provided for seating of no more than 50 people as well as tables for catering. No skateboards, in-line skates, roller skates or bicycles are allowed inside the Community House or on the Community House property.

**Tables/Chairs:**

Tables and chairs are provided. There are seven (7) six-foot round tables that seat 7-8 individuals per table. There are 50 chairs that are also provided. Additional tables will be provided for catering purposes upon request. Linens are NOT provided. When these tables and chairs are used, they must be returned to the storage room in the back of the facility. DO NOT drag the tables across the floor. Please lift them when moving. They will leave black marks on the floor, which will result in no refund of your deposit. Fire regulations prohibit no more than 100 people to be in the Community House.

**Animals/Pets:**

Animals of any kind are not permitted inside any part of the Community House, with the exception of Seeing Eye dogs for legally blind individuals.

**Parking:**

Keep all vehicles off of the lawn. For loading and unloading, please use the back door and gravel driveway behind the building. Parking for guests is located along Wilmington Street in front of the building.

**Cancellation Policy:**

There is a seven (7) business day cancellation policy. Any applicant wishing to cancel their reservation must submit a request in writing to the Parks & Recreation Director or his/her designee immediately. There will be a full refund of both rental fee and deposit if cancellation is seven (7) business days before scheduled use. Only the deposit will be refunded if less than seven (7) business days' cancellation notice is given.