



## La Grange Community Center Operating and Rental Policies

It is the policy of the Town of La Grange to make rental facilities available on a nondiscriminatory basis, while maximizing the use of the facility to offset operating expenses. Permission to use the facility, whether rented or provided at no charge, is not considered to be an endorsement of or any sponsorship of any group, individual, organization or event.

### A. Reservations

- a. A confirmed "Facility Use Agreement" is required to reserve any meeting area. A signature and payment of all rental fees plus the damage deposit, is required to confirm and secure the reservation.
- b. By signature, lessee agrees to comply with the Town of La Grange Policies and Procedures.
- c. Applications for use are processed as received. The status of a reservation is determined by the date of receipt by the Town of La Grange of the signed application and initial deposit, not the date of the initial inquiry.
- d. Groups/users who utilize the facility on a regular basis are required to submit a new application for each rental application. Rental of the community center is limited to seven (7) consecutive days per month.
- e. In the unlikely event that more than one (1) organization or person applies simultaneously on the same day for the same room(s) for the same time, all request shall be placed in a hat and drawn, with the first selected having first choice and so on.
- f. Requests for reservations shall be made through the Town of La Grange; 203 South Center Street; PO Box 368, La Grange, NC 28551. Reservation information is available by calling (252) 566-3186 or online at <http://lagrangenc.com>.
- g. The Town of La Grange reserves the right to refuse any lease request if made less than ten (10) working days notice.
- h. Set up and take down time must be included in the reservation. Reservations are limited to those dates, times, rooms, and areas listed in the "Facility Use Agreement".

### B. Damage/Cleaning Deposit Fees

- a. A damage/cleaning deposit fee of \$250.00 is required for the use of the facility. Damage/Cleaning deposit fees shall be deposited in the Town of La Grange General Fund. Deposits are to be returned to the lessee within ten (10) days after the event when guidelines have been adhered to and no damage resulted in the use of the facility.
- b. Damage/Cleaning deposit fees are refundable unless:
- c. The event extends beyond reserved area
  - i. The facility or equipment is damaged
  - ii. Fights; vandalism or improper conduct occur
  - iii. The facility is not left clean
  - iv. Assistance from the Lenoir County Sheriff's Department is required.
- d. Excessive cleaning by the Town includes carpet cleaning, repair or replacement; cleaning of walls, cleaning of restrooms facilities, vacuuming, sweeping, mopping, cleaning of dishes or counter tops. Any cleanup required after the event and will be charged at an hourly rate of \$30.00. These fees will be taken from the damage/cleaning deposit and the lessee will be billed for any fees greater than the deposit. The lessee will not be allowed to lease any Town facilities until full payment has been made.
- e. The lessee shall be responsible for all claims, damages or accidents occurring in any part of the facility damaged by any act, omission, defaults, subcontractor, employees, patrons, guests, admitted to the facility by lessee, or negligence of the lessee. Lessee will pay the Town of La Grange in cash, upon demand, a sum equal to the cost of repairing and restoring the facility to its condition as of the commencement of the lessee; or at the option of and with the approval of the Town, will make such restoration and repairs at their own expense.
- f. A cancellation made thirty (30) days prior to rental date of the community center is entitled to full reimbursement of refund deposits; 15 days prior to the rental date is entitled to a 50% reimbursement of fees, less than 15 days prior to the event will result in forfeiture of the entire deposit. If cancellation is made without the proper notice this will forfeit any refund of the rental fee deposit, however the damage deposit will be refunded in its entirety.
- g. The lessee shall restore all Town equipment used to its proper order.
- h. No town equipment, tables, chairs, dishes, silverware, serving utensils, or any other town owned items shall be removed from the facility.

- i. Lessees are responsible for removing all food, trash, etc from the leased space and depositing it in the trash containers at the rear of the facility. The damage deposit will not be refunded if this rule is violated.

### **C. Hours of Use/Availability**

- a. Normal use of the Community Center shall be between the hours of 8:00am and 11:00pm daily, with the ability to rent until 12:00am as long as the additional hour is for clean-up only. The Community Center will be closed on Christmas Day.

### **D. Access to/Security of Facility**

- a. The leasing fee includes the use of the requested rooms, utilities, normal maintenance and use of tables and chairs. It does not cover the cost of the Town staff to open, close or monitor the facility.
- b. Persons leasing the facility will be issued an access card to unlock and disarm the alarm at the facility. Access card(s)/key(s) can only be picked up during normal business hours at Town Hall, which are 8am-5:30pm Monday-Thursday; and 8am-noon on Fridays; excluding holidays.
- c. It is the lessee's responsibility to open and secure the building after leaving, and to set the alarm upon exit.
- d. The lessee is responsible for any damage to the building or theft of materials within the facility that results from failure to secure/lock the facility and/or failure to set/activate the alarm system.

### **E. Access Cards & Keys**

- a. The access control card and any keys shall be returned to the Town Hall (if open) or placed in the drop box (if Town Hall is closed) immediately after securing the building.
- b. The access control card **will not** allow access to the building before or after the hours for which the facility (or portion thereof) is rented/leased.

### **F. Rental Fees**

- a. Rental fees are based upon an eight (8) hour period. If additional time is required for preparation and clean up, the lessee shall be required to pay an additional fee for additional hours of use. Fees for the use of the facility are listed in the Fee/Rate Schedule adopted by the Town Council.

### **G. User Categories**

- a. In determining the appropriate fee to charge for the use of the facility, the following user categories are created:
- b. Town Use / Town Sponsored Use
  - i. Events, meetings or activities conducted or sponsored by the Town of La Grange as a whole or by one of its departments including, but not limited to, Council Meetings, advisory board meetings, employee training sessions, employee meal events, fire department functions, and recreational programs and classes shall be at no charge.
  - ii. The Town of La Grange may participate in co-operative or joint programs with other agencies, organizations, institutions, or individuals as part of its own efforts to facilitate information access in the community or to provide a valuable service to the community as a whole or to a targeted segment of the community. Sponsorship is at the discretion of the Town of La Grange. These sponsored programs may include, but not be limited to, speeches, community forums, discussion groups, displays and live or media presentations, health and mental health programs, or educational and scholarship programs. Sponsored events must be open to the general public, free of charge, observe all facility use policies, and have written approval as a sponsored event prior to being scheduled.
- c. Community Service Use
- d. Donated activity or program that is performed by an individual or a group for the benefit of the community and not for personal or professional gain or recognition, and admission is free. Examples include, but are not limited to, blood drives, nutrition programs, meal events for the elderly or needy, health screenings, literacy programs, and life skill development programs. Use of the facility for Community Service Type events shall be at no charge. Use of the facility at no charge for these types of events will be approved by the Town Manager or Town Council, if the sponsoring agency is not specifically listed below:
  - i. American Red Cross
  - ii. E.B. Frink Middle School
  - iii. La Grange Chamber of Commerce
  - iv. La Grange Democratic Party
  - v. La Grange Elementary School
  - vi. La Grange Republican Party

- vii. Lenoir County Council on Aging
- viii. Lenoir County Board of Elections
- ix. North Lenoir High School
- e. Private, Town Resident
  - i. Private events for which no admission is charged. Applicant must live within Town limits. Organizations may not use the address of a member who is a Town resident. A driver license will be required as verification of residence.
- f. Private, Non-resident
- g. Private events for which no admission is charged. Applicant does not live within the Town limits
- h. Business, In Town
- i. Profit oriented group or event. Business is located within Town limits. Company or your organizations stationary can be used as verification of residence.
- j. Business, Out of Town
- k. Profit oriented group. Business is located outside Town limits.

#### **H. Use of Kitchen**

- a. Rental of the kitchen facility is optional.
- b. Only one user can rent/utilize the kitchen area at a time.
- c. Kitchen users must make their own catering arrangements and arrange for cleaning of the kitchen after use.
- d. The kitchen is not equipped for large-scale food preparation or catering.
- e. Cooking, cleaning supplies, trash bags, and dish soap, etc. are the responsibility of the lessee and are not provided by the Town.

#### **I. Signs, Decorations, and Advertisements**

- a. All decorations, scenery, etc., shall be erected without defacing the facility in any way and are subject to the approval of the Town of La Grange.
- b. All signs, decorations, scenery, etc., shall be installed and removed from the facility within the time reserved.
- c. No items or materials may be affixed to walls, doors, flooring, furniture, etc., that will leave a residue, stain, scratch or otherwise mar these surfaces.
- d. No smoking, use of candles, open flames, decorations which may be flammable or combustible, smoke or fog generating equipment or apparatus is allowed.
- e. No flyers, banners or event information may be posted outside the building advertising events within the facility.
- f. Advertising/promotion of events, meetings, programs, etc, for which space within the facility has been reserved, must clearly state the sponsor of the event, a local contact person and a telephone number. Promotional materials, press releases, etc, must be worded so it is clear to the general public the event is not sponsored by the Town of La Grange. Non-compliance with this policy may lead to immediate cancellation of the event and forfeiture of rental fees paid.

#### **J. Alcoholic Beverage Consumption**

- a. The consumption of alcoholic beverages is allowed only under the following circumstances:
  - i. If the host is in possession of a 1 time use alcohol permit from the ABC Commission.  
<http://boards.abc.nc.gov/permits/special.aspx>
  - ii. Off Duty Lenoir County Deputy Sheriff is on site (1 officer/100 people)
  - iii. Million dollar liability insurance policy (purchased through any insurance agency, naming the Town of La Grange as additionally insured)

#### **K. Public Safety**

- a. No person shall be allowed to have firearms, knives, explosives or any other weapons in the facility or on the premises at any time.
- b. Users shall observe posted room capacities.
- c. The Town of La Grange reserves the right to interrupt, terminate, or cancel an event when in the judgment of the Town Manager or his designee, such act is necessary in the interests of public safety and/or the user is in violation of this policy.
- d. User waives any claims for damages or compensation should the event be interrupted, terminated or canceled.
- e. One off duty Deputy Sheriff must be provided for every 100 persons in attendance when alcoholic beverages are present, provided, or are available to be consumed on the premises.

#### **L. Parental/Adult Supervision Required**

- a. Parents or guardians must sign the reservation form on behalf of any lessee under 21 years of age. Anyone under 21 years of age and youth groups requesting the use of the facility must ensure an adult chaperone ratio of one (1) adult per fifteen (15) minor children.

**M. Miscellaneous Provisions**

- a. No items may be stored for any user/group within the facility before or after the rental/lease period.
- b. All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period.
- c. The Town shall have the right to control and operate the public portions of the facilities, the heating and air conditioning and common use areas, in a manner deemed most appropriate for the Town.
- d. Town equipment shall not be removed from the facility.
- e. The lessee shall not assign or sublease the space covered by the "Facility Use Agreement".
- f. The Town of La Grange reserves the right to schedule multiple bookings when the additional booking does not interfere with the primary lessee's booking.
- g. For non-commercial events such as family reunions, birthday parties, weddings, family events or etc., the person hosting the event must complete the application and his/her address is used to determine the appropriate fee.

**N. Acknowledgment**

*I, \_\_\_\_\_, have received a copy of the rental policies and procedures and agree to the conditions listed above.*

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**La Grange Community Center Rental Rates:**

<b>Community Center Rental Rates</b>	<b>Town Use or Town Sponsored Use</b>	<b>Community Service Use</b>	<b>Private or Business Use Resident</b>	<b>Private or Business Use Non-Resident</b>
Gathering Hall	No Charge	No Charge	\$250	\$350
Dance Room	No Charge	No Charge	\$150	\$200
Exercise Room	No Charge	No Charge	N/A	N/A
Senior Center	No Charge	No Charge	N/A	N/A
Grand Gathering Hall	No Charge	No Charge	\$350	\$450
Registration Desk	No Charge	No Charge	\$25	\$40
Kitchen	No Charge	No Charge	\$50	\$75
Damage/Cleaning Deposit	No Charge	No Charge	\$250	\$250
Audio Visual System	No Charge	No Charge	\$50	\$75

**Extra Hourly Rates**

<b>Community Center Rental By Room</b>	<b>Town Use or Town Sponsored Use</b>	<b>Community Service Use</b>	<b>Private or Business Use Resident</b>	<b>Private or Business Use Non-Resident</b>
Gathering Hall	No Charge	No Charge	\$31.25/hr	\$43.75/hr
Dance Room	No Charge	No Charge	\$18.75/hr	\$25.00/hr
Exercise Room	No Charge	No Charge	N/A	N/A
Senior Center	No Charge	No Charge	N/A	N/A
Grand Gathering Hall	No Charge	No Charge	\$43.75/hr	\$56.25/hr
Registration Desk	No Charge	No Charge	\$3.13/hr	\$5/hr
Kitchen	No Charge	No Charge	\$6.25/hr	\$9.375/hr
Damage/Cleaning Deposit	No Charge	No Charge	Per Room	Per Room
Audio Visual System	No Charge	No Charge	\$6.25/hr	\$9.375

\*\*\*Can include 11:00pm to 12:00am in your 8hr rental but after 11:00pm only activity allowed is for cleaning up purposes only.



# Town of La Grange Rental Agreement

**Date of Rental:** \_\_\_\_\_ **Rental Time:** \_\_\_\_:\_\_\_\_ am/pm to \_\_\_\_:\_\_\_\_ am/pm  
*(The 8 hour rental period includes set-up and clean-up time)*

**Type of Event:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**Room(s) Requested:**

- Gathering Hall ( \$250 / \$350 )       Dance Room ( \$150 / \$200 )       Registration Desk ( \$25 / \$40 )
- Grand Gathering Hall ( \$350 / \$450 )       Kitchen ( \$50 / \$75 )       Extra Hours: \_\_\_\_\_ ( rate x hr )

**Room(s) Setup Requirements:**

- 6' Round Tables \_\_\_\_\_ (table-qty 32)       6' Rectangle Tables \_\_\_\_\_ (table -qty 16)
- Seating per table (up to 6)*      *Seating per table (up to 8)*

**Gathering Hall Audio/Visual System (\$50/\$75)**

- Microphones needed \_\_\_\_\_ *(2 microphone with stands and 1 Lapel microphone and 2 drop down screens with HDMI, USB, & VGA connections also headphone jack to use for audio connections)*

**Application Information**

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

- I have received a copy of the rental policies and procedures and agree to the conditions listed.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*\*\*For Office Use Only\*\*\*\***

**Reservation Taken By:** \_\_\_\_\_  **Application Approved by:** \_\_\_\_\_

Damage and Cleaning Deposit Collected (\$250)    Cash: \_\_\_\_\_ Check: \_\_\_\_\_    CC: \_\_\_\_\_

Date Damage/Cleaning Deposit Paid: \_\_\_\_\_     Copy given to Renter: \_\_\_\_\_

Qualification for In-Town Rates: \_\_\_\_\_

**No Charge User(s):** \_\_\_\_\_

**\*\*Check for payment of Damage Deposit before key is issued\*\***

Date Key Issued: \_\_\_\_\_ Key Received By: \_\_\_\_\_ Key Returned:  Dropbox     Town Hall

Date Damage/ Cleaning Deposit Returned: \_\_\_\_\_ Check#: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**Total Amount Due:** \_\_\_\_\_     Cash: \_\_\_\_\_     Check: \_\_\_\_\_     CC: \_\_\_\_\_

## COMMUNITY CENTER CLEANING CHECKLIST

Below is a basic checklist to aid in the cleaning upon your departure. You're required to return the building in the condition it was in at the time of the rental according to contract signed. If the room(s) are not cleaned to that condition, part or all of your security deposit will be obtain for the cost of cleaning the room(s). We have dust mops, vacuum cleaner, brooms, mops and trash bags in the storage closet located in the kitchen. We also have toilet brushes and plungers located in the restrooms. All other cleaning materials will be required by the Renter to purchase.

### GATHERING HALL:

- REMOVE ALL DEBRIS FROM ROOM
- VACUUM ENTIRE FLOOR AND LOBBY
- DUMP TRASH CANS AND REPLACE BAGS
- WIPE ALL TABLES OFF
- CHECK WALLS FOR VISIBLE SPOTS AND CLEAN WITH DAMP CLOTH

### DANCE ROOM:

- REMOVE ALL DEBRIS FROM ROOM
- DUMP TRASH CANS AND REPLACE BAGS
- WIPE ALL TABLES OFF
- SWEEP FLOOR
- DAMP MOP FLOOR WITH WARM WATER

### EXERCISE ROOM:

- REMOVE ALL DEBRIS FROM ROOM
- VACUUM ENTIRE FLOOR AND LOBBY
- DUMP TRASH CANS AND REPLACE BAGS
- WIPE DOWN EQUIPMENT

### SENIOR ROOM (DAILY):

- REMOVE ALL DEBRIS FROM ROOM
- DUMP TRASH CANS AND REPLACE BAGS
- WIPE ALL TABLES OFF
- VACUUM FLOOR
- SHUT DOWN COMPUTERS AND TV'S
- CLEAN COFFEE POT
- WIPE DOWN COUNTERTOP AND SINK

### KITCHEN:

- REMOVE ALL DEBRIS FROM ROOM
- DUMP TRASH CANS AND REPLACE BAGS
- WIPE ALL COUNTER TOPS OFF
- SWEEP FLOOR
- DAMP MOP FLOOR WITH (Warm Water Only)
- CLEAN STOVE TOP (Warm/Soapy Water Only)
- CLEAN OVEN
- CLEAN REFRIDGERATOR INSIDE AND OUT
- WASH ALL DISHES OR CONTAINERS USED

### RESTROOMS:

- CLEAN ALL TOILETS AND SINKS
- DUMP TRASH CANS AND REPLACE BAGS
- WIPE ALL COUNTER TOPS OFF
- SWEEP FLOOR
- DAMP MOP FLOOR WITH (Warm Water Only)
- MAKE SURE ALL TOILETS ARE WORKING

### AUDIO EQUIPMENT:

- MAKE SURE ALL SCREENS OFF
- MAKE SURE ALL EQUIPMENT IS OFF
- PLACE ALL MICS AND REMOTESBACK ON TABLE

### OFFICE AREA:

- VACUUM FLOOR
- WIPE OFF COUNTERTOPS