



## 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. Application and fees should be submitted at least seven (7) business days before the event. Town functions will take priority. Reservations will be made on a first come, first served 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.

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 use of the facility.

Use of the building for purposes of indirectly or directly selling products, services, collecting monies, donations, fees, etc. is prohibited; however, the Town of Burgaw reserves the right to collect funds for Town-sanctioned events. No participants shall be turned away from Town-sanctioned events based on inability to pay. 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:

#### Weekday Rentals (Monday – Thursday)

Full day: \$125 per day

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

#### Weekend Rentals (Friday – Sunday)

Full day: \$175 per day

Hourly: \$25 per hour (3-hour minimum)

***Half of the security deposit will be withheld from any lessee who enters the building prior to reserved hours or remains in the building after reserved hours.***

An additional \$150 security deposit and a \$50 cleaning fee will be charged. 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 will

need to 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: 8:00 a.m. – 11:59 p.m.

Hourly: any hours between 8 a.m. and 11:59 p.m.

\*All persons should be out of the building by the end of their rental time\*

**Government Organizations:**

Under approval from the Town Manager, Pender County government organizations may use the Community House, Monday-Thursday, at the cleaning fee rate of \$50.00. Normal rates will apply for weekend rentals (see fee schedule). A formal request must be submitted to the Parks, Recreation & Tourism Department prior to being added to the calendar.

**Local Organizations/Clubs:**

All organizations must receive permission from Town of Burgaw Board of Commissioners to waive fees for the Burgaw Community House. If approved, all organizations must pay the cleaning fee (\$50.00) to be placed on the calendar. All weekend rates will apply. Formal requests must be submitted to the Parks, Recreation & Tourism Department two weeks prior to the scheduled board meeting.

**Security Deposit & Cleaning Fee:**

A security deposit in the amount of \$150.00 and a cleaning fee in the amount of \$50.00 are required of all applicants. The security deposit in the amount of \$150.00 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 within two (2) weeks after use of the building, provided the building is left neat, clean, and undamaged.

***Half of the security deposit will be withheld from any lessee who enters the building prior to reserved hours or remains in the building after reserved hours.***

**Key Code Access:**

During the week prior to your rental, you will be sent a 4-digit code to access the Community House on the day of your rental. This code is only valid during your rental. Please enter the 4-digit code, followed by the # button, to unlock the door.

**Alcoholic Beverages:** Beer, wine, and champagne are the only alcoholic beverages that may be served or used in the Burgaw Community House or on the grounds. Liquor is not permitted. The legal drinking age in the State of North Carolina is 21. No permits are required for beer and unfortified wine.

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 and 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 Command hooks, 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 holidays, and such decorations (Christmas tree, mantel decorations, ribbon, etc.) shall not be rearranged or removed during your reservation.

**Food:**

Permission for serving food must be noted upon rental. 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 always exhibit proper behavior. 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. 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 should be returned to the settings they were on at arrival.

**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 fifty (50) people. Tables for catering will also be provided. 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) five-foot round tables that seat 7-8 individuals per table and four (4) six-foot rectangle tables. Fifty (50) chairs are also provided. Linens are NOT provided. Please leave used tables and chairs out to be cleaned.

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 the revocation of the applicant's security deposit. Per fire regulations, no more than one hundred (100) people will be allowed in the Community House.

**Animals/Pets:**

No animals are allowed inside the Burgaw Community House except those trained to assist disabled persons.

**Parking:**

Please keep all vehicles off 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.