



TOWN OF CARRBORO • NC

**RECREATION, PARKS &
CULTURAL RESOURCES**

Rental Guidelines for Indoor Facilities

Scheduling and Reservations

- Town programming and maintenance takes precedence over all external reservations. While every effort is made to avoid scheduling conflicts, unforeseen circumstances may arise.
- Rental fee(s) will be based on the rental fees that are in effect at the time of your reservation. If you make changes to your reservation, you will be assessed the fee(s) in effect at that time.
- Rentals may be made up to twelve (12) months in advance but no less than fourteen (14) days prior to the event. (Example beginning in July rentals may be made through July of the following year. August rentals may be made through end of August the following year.)
- The contract must be signed by a person 18 years or older. Activities for persons under 18, require one adult chaperone per 10 youth.
- The person signing the Rental Agreement acts as the Renter and is responsible for any damage to the facility reserved.
- Rental hours are Sunday to Thursday 9:00am to 10:00pm & Friday and Saturday 9:00am to 12:00am (midnight). Civic Club Hours: Monday to Saturday 9:00am to 9:00pm, Sunday 9:00am to 8:00pm. All rental times should include move in, set up, break down, & clean up time.
- Time blocks are the minimum that each room may be rented. Less time than the minimum will result in the full charge. Times over the minimum block will be charged in half hour intervals. Early arrivals or late departures are charged at half hour intervals.
- Floor plans for events are due 21 days prior to events for final approval.
- Recurring Renters (i.e. dance groups, church groups, etc.) can rent Century Hall 10 times or more per calendar year.

Alcohol and Additional Insurance

If you are planning to serve alcohol during your event, please read and sign the Alcoholic Beverage Policy. A copy of the North Carolina ABC permit must be on file no less than 21 days prior to the event date.

Some events may require insurance. If your event requires insurance, you will need to provide a current certificate of insurance showing proof of \$5,000,000.00 of commercial general liability coverage. The certificate should name the Town of Carrboro as an additional insured, and by signing this agreement you are agreeing to hold harmless, defend and indemnify the Town of Carrboro.

Prohibited Items

- Smoking; all illegal drugs and other substances; weapons of all kinds, except law enforcement officers in the execution of their duties and public demonstrations are prohibited in the building.
- Animals of any kind, except those serving individuals with special needs and those used in public demonstrations, are prohibited in the building.
- Overnight sleeping is not allowed.
- Glass containers are prohibited.
- No overnight storage for events.
- No inflatables, carnival rides, water slides, etc. are allowed on Town Property
- Open flame lights are prohibited. A protective globe must enclose all flames. Allow time for hot wax to harden prior to removal to eliminate spillage.
- No bonfires or fires of any sort are allowed.
- Fireworks (including sparklers) are prohibited.
- No gas grills: pig cookers, deep fryers, and similar instruments of cooking allowed on Town Property.
- No generator-powered cooking devices are allowed.
- Loud noises and disturbances are prohibited.

Decorations & Set Up

Decorations may not be attached to walls, sound panels, ceilings, or floors or any other portions of Town structures. This includes no stapling, glueing, nailing, or tacking. Decorations may be taped with painters' tape only (no masking, Scotch, or etc.). Balloons may be tied to structures. Glitter, confetti, silly string, rice, and artificial flower petals are prohibited.

All decorations including, tape and string, must be removed and either taken away or properly discarded following the end of the rental.

The Town offers tables and chairs for each rental. No patrons should stand on, sleep on, or jump off tables & chairs.

Tables should remain in their designated locations and should not be moved by renters. Should a table need to be moved; reach out to a facility activity supervisor and they will move the table.

For art activities, birthday parties, and rentals with food, the use of butcher paper or similar preventative measures should be used to protect the surface.

Kitchen and catering areas are for food warming and serving only. Chaffing dishes and Sterno cans are permissible. Cans must be raised off of the table and can be used to heat items with water only.

Due to Fire Code, all exits, hallways, and aisles are to be kept clear and unobstructed at all times.

Clean Up

All renters must place trash and recyclables in designated receptacles or remove them from the facility. Any equipment (laptops, cords, etc..) or items brought into the facility must be removed at the conclusion of the event, unless prior authorization is granted by the Town.

If planning an event with a meal, please remove all trash and food debris from the floor and tables at the conclusion of your event.

When using a facility with a kitchen or catering area, it is the Renter's responsibility to wipe down the counters, clean the microwave, sink, and refrigerator at the end of their rental. Supplies are in the closet next to the restroom in the Civic Club. The Town of Carrboro does not supply dishes, or utensils for rentals.

Emergencies & Medical

Should an emergency arise, call 911.

The Renter acknowledges they are responsible for contacting any licensed physician, hospital, medical clinic, or emergency medical service organization (collectively, "medical service providers"), on behalf of any participant in activities sponsored by the Renter.

The Renter is also responsible for knowing in advance of the activity whether any of its activity participants have special medical conditions, such as but not limited to diabetes and allergies. The Renter shall, to the extent practicable, advise the Carrboro Recreation, Parks & Cultural Resources Department (CRPCRD) in advance of the activity if any participant requires special medical accommodations.

Without waiving the foregoing, the Renter hereby authorizes the Town of Carrboro, its employees, volunteers, officers, or agents (collectively, the "Town") to obtain medical care from any medical service provider, as deemed necessary by the Town, on behalf of any individual participating in an activity sponsored by the Renter on Town property.

Photography & Media

The Town of Carrboro reserves the right to photograph and/or video record program participants, parks patrons, staff, and volunteers during programs and events for marketing purposes.

Personal photography and videography are allowed within Town parks, provided the photography is appropriate and other park patrons aren't affected.

Commercial photography and videography are prohibited, unless prior authorization is granted by Director of Recreations, Parks and Cultural Resources or Designee.

Fees

Rental fees are based on the rental fees that are in effect at the time the contract is signed. Fees may change with each new fiscal year and are reflected in the Town's Fee Schedule.

- Rentals of \$500.00 or less are to be paid in full when the contract is signed.
- Rentals of \$500.01 or more require a 10% payment (applied towards balance) when contract is signed. Then the remaining balance is due 21 days prior to the event.
- Should a last-minute change occur to reservations to add more time, all fees must be paid in full before the event starts. The Town does not invoice for payment after the event unless damage has occurred, and the renter is responsible to pay those fees.
- After the contract has been signed, the renter is allowed one (1) contract change. After the one (1) contract change there will be a \$5.00 administrative fee applied to the balance.
- Rental payments not received 21 days prior to event will be assessed a \$25.00 late fee and subject to cancellation.
- Reservations will be cancelled if not paid in full seven (7) days prior to the event.
- Select Audio/Visual equipment is available for additional fees.
- Recurring events 10 times or more in a calendar year require a \$50.00 deposit (applied to balance). Monthly balances are due by the first day of the prior month (Ex. August balance due July 1st).

Cancelations

The Department may cancel a reservation in the case of severe weather conditions or a Town emergency, or if all of the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs that is beyond facility or Renter's control. Should the Town have to cancel the rental, the Town will make all efforts to move the rental to another Town facility, if available.

In order to receive a refund, Renters must cancel in writing (e-mail, letter, or fax) at least 21 days prior to the event scheduled. The rental fees (including room, equipment, etc.) will be refunded minus 10% of the total reservation fee.

Rentals not canceled 21 days in advance forfeit all rental fees.