

CITY OF RAEFORD CIVIC CENTER

July 2024

Facility Application/Agreement

200 College Drive, Raeford, NC 28376; (910)-875-5031; www.raefordcity.org

FEES AND DEPOSIT TOTALS

	Rental	Deposit
Non-Profit Groups with 501-3 (c) non-profit status (Copy on file with City of Raeford)	\$150.....	\$0
City Residents (Photo ID required)	\$250.....	\$275
Non-Resident (Photo ID required)	\$300.....	\$275

****Note: Fee NOT REFUNDABLE if a Notice of Cancellation is not received (2) two business days before the event. *** **Must be 21 years of age to rent***

RENTAL FEE\$_____ RENTAL DEPOSIT \$ _ _ _ _ _ TOTAL \$ _ _ _ _ _

Renter Name: _____

Phone Number(s): _____ Email : _____

Address: _____ City: _____ Zip: _____

Organization (if applicable to rental): _____

Day of Week: _____ Month: _____ Day: _____ Year: _____

Hours requested: From: _____ To: _____ (Regular business hours for facility-8:00 am to 11:00 pm)

Expected Attendance: _____

****Civic Center-full set up capacity is 25 tables and 100 chairs. MAXIMUM CAPACITY= 100 PERSON**

Specific Details of Rental Activities (i.e. type of event)

****For Department Use Only****

Deposit Amount: _____ Cash Check# _____ Date: _____ BY: _____

Rental Amount: _____ Cash Check# _____ Date: _____ BY: _____

Refund Processed: _____ Date: _____ BY: _____

Deposit returned: _____ BY: _____

Non-Profit Or Liability forms received Date: _____

City of Raeford Civic Center

Application:

1. Person renting facility must be 21 years or older.
2. Person renting facility is responsible for facility and their guests, ensuring all participants follow all rules and policies.
3. Facility hours are from **8:00am to 11:00pm**. (*Renter must be vacated from the building by 11:00 pm the day of the rental.*)
4. Applications are accepted and processed only during business hours, Monday through Thursday 8:00 am-5:00 pm. The signed application, and security deposit must be received by the City of Raeford Public Works Department in order to reserve the facility.

Reservations are first paid first serve and must be in a minimum of two {2} weeks prior to the rental event.

5. Rentals are booked on a first-paid first-served basis only. No date is held for any individual or group. Calling to inquire about a date does not hold or guarantee a request.
6. All fees are due with a completed application when booking space. No date is confirmed until confirmation is given by the Raeford Public Works Department. Deposit fee is due when key is picked up. Key must be picked up by 4:00pm Thursday prior to weekend rental. If not, renter will be fined by the City for On-Call personnel.
7. A valid Driver's License, passport, or other form of government-issued photo identification is requested when renting a facility. The address on the identification will determine residency and age. (If address on license is not current, please provide proof of residency)
8. In order for an individual to qualify as a resident, the requesting party must have a City of Raeford address or current water account. Applicant must be on site of the facility for the duration of the rental. You may not rent the facility for another individual or organization.
9. In order for any business or non-profit organization to rent the facility, it must designate a person to apply and sign the rental agreement and be the responsible party for the rental period, meeting all of the requirements contained in these rules and regulations.
10. A Two Hundred and Fifty Dollar (\$250.00) Security Deposit is required with all rentals. All, or a portion of, the security deposit may be kept to pay for damages to the facility, contents in the facility or outside property, caused during the rental. Improper cleaning will be subject to loss of deposit. This will be determined by the Public Works Director after the rental.
11. Maximum occupancy: a. 100-person maximum occupancy. Full set up: 25 Tables; 100 Chairs
- 12. Any rental amendments must be made, and finalized, at least seven business days prior to the rental.**

City of Raeford Civic Center

Rules and Regulations for use

NO ALCOHOL IS PERMITTED ON CITY PROPERTY OR FACILITY

Sec. 14 $\frac{1}{2}$ -9. -Alcoholic beverages prohibited.

Alcoholic beverages are prohibited in any city park facility. A violation of this section is punishable as a misdemeanor. Any

person violating this section shall be punished as provided in [section 14 \$\frac{1}{2}\$ -13](#) hereof.
(Ord. No. 1993-4, § 9, 7-12-93; Ord. No. 2021-05, 12-6-21)

Sec. 14 $\frac{1}{2}$ -13. - Penalties.

Any person or persons violating any section of this chapter shall be guilty of a misdemeanor and shall be fined an amount not to exceed fifty dollars (\$50.00) or imprisoned not more than thirty (30) days or both.

(Ord. No. 1993-4, § 13, 7-12-93)

1. Stove **NOT** available
2. **All** tables and chairs must be returned to the storage closet stacked on the available racks.
(Nothing should be left on the floor)
3. Tables and chairs wiped down to remove all food and drink particles.
4. Tables must be covered and protected from hot dishes and knives while cutting food when using.
5. Clean Kitchen to include: wiping down appliances, countertops, and cabinets with proper cleaning supplies.
6. Empty all trash cans and wash them out if needed. Put trash in designated City cans outside. Bags are available underneath the kitchen sink.
7. Remove all food and drink items from the refrigerator and wipe down the inside.
8. Clean Men's & Women's bathrooms (Floors, toilets and sinks).
9. Sweep & Mop floors to include: bathrooms, kitchen, and main floor area. (Brooms, Wash buckets and mops are available at the facility. After use, wash mops out and hang them in the designated area outside back area of the facility).
10. Turn off all lights and lock all doors when vacating facility. A cleaning guideline is posted behind the kitchen door.
11. Report anything that is broken or damaged to the Public Works Director at (910) 875-5031.
12. Facility Regulations: The following shall apply within or on the facility premises:
13. No Smoking within the building.
14. No illegal drugs or other substances anywhere on the premises or within the facility.
15. No grills, fryers, or cookers may be brought into Civic Center facility.
16. All personal items brought into the facility are the person/groups responsibility.
17. Children must be supervised by an adult during rental. For safety reasons, no running in the facility is permitted. No throwing balls or bouncing balls against the walls, windows, doors, or blinds is permitted.

18. All decorations are to use hooks provided on the ceiling and walls and NO additional nails, staples, tacks, tapes or screws may be applied to said building or furniture.
19. For rentals with a DJ: The DJ's equipment must be in good condition, so it does not scratch floors. The renter is responsible for any damage done by DJ and his/her equipment.
20. No weapons of any kind except for Law Enforcement Officers in the execution of their duties or during City of Raeford approved public demonstrations.
21. No animals of any kind except those serving the needs of the physically challenged are permitted.
22. No use of profanity, profane gestures and any unruly behavior detrimental to the operation of the facility or safety of the public and employees and/or any other action deemed by City of Raeford, or its designee, to endanger the health or welfare of the public, City employees, or the facility.
23. At the end of the rental, the room(s) must be returned to their original condition. Failure to follow the guidelines will result in the City keeping part or all of the deposit. Renters are encouraged to inspect the facility prior to and after the rental.
24. The City reserves the right to require proof of insurance, in the discretion of the Director. If insurance is required, during the rental period under this Agreement, the person/organization renting the facility shall maintain the insurance: Policy must be equal to or more than \$1,000,000 for each occurrence and for property damage equal to or more than \$1,000,000 for each occurrence.
25. The City of Raeford will be listed as a named insured on the binder or certificate of insurance. The binder or certificate shall be given to the City with the application.
26. No persons/groups/businesses may charge a fee or cost of any kind to attend an event at this facility. Commercial enterprises are not permitted uses of the Raeford Public Works Department and the City of Raeford.

Responsible Party:

I understand the rules and regulation set forth in this document by the City of Raeford.

Print Name _____

Date _____

Signed Name _____

Refund Policy

1. No reschedule, credit, or refund will be given if the person/group cancels less than (2) two business days before the event.
2. If a change is requested at least seven business days prior to the event, all fees can be applied to another date. This is reviewed on a case-by-case basis and must be based on an emergency in order for the fees to be transferred.
3. The City of Raeford reserves the right to cancel reservations if such cancellation is deemed in the best interest of the City or the Civic Center facility is closed due to unforeseen events. A full refund will be made if the city cancels the rental.
4. Persons and organizations renting the facility may not assign any responsibilities described herein or the right to use the facility during the rental period without the City's written approval.
5. The Rules and Regulations for Using the Raeford Civic Center are incorporated into this Facility Reservation Application/Agreement by reference. The Application/Agreement and incorporated Rules and Regulations constitute a binding contract.

I certify that I have read the entire Facility Reservation Application/Agreement and that all my questions have been answered, and that I fully understand the same.

This the _____ day of _____, 20____

(Print Name) _____

(Signature) _____

On behalf of _____ [Print Name of Organization, if applicable]

Failure to comply with the Rules and Regulations will result in forfeiture of the deposit. Repeated violation of the rules may result in being banned from future rentals and attending events. Damage to City property will result in a ban from future rentals.

City of Raeford

Release and Indemnity Agreement for Facility Use

WHEREAS, the undersigned has requested the use of services, equipment, and facilities belonging to or under the auspices of the City of Raeford, North Carolina, and do engage in activities for the exclusive benefit of the undersigned; and It is expressly agreed and understood that this RELEASE AND INDEMNITY Agreement shall apply for the express purpose of precluding forever all claims, suits, demands, damages, and causes of action that I or my heirs, next of kin, executors, administrators, estate, agents and assigns and representatives of any nature whatsoever might otherwise assert against any of the City of Raeford, its agents elected and appointed officials, employees and volunteers as a result of my use of City of Raeford Property.

NOW, THEREFORE, In consideration of the mutual promises or other good and valuable consideration, the undersigned does hereby for himself, his heirs, executor, employers, successors of himself or of his employees, administrators, and personal representatives, I understand and agree to the following:

I, _____ (name of renter/event manager/company official)
assume full responsibility for my death or injuries, both to my person and to my property, whether foreseeable or not, which may occur directly or indirectly or develop at any time in the future as a result of the use of the _____ (facility).

I, _____ (name of the renter/event manager/company official) assume all responsibility for each individual during the rental/event/use of the _____ (facility) on the _____ day of _____, 20____.

I do hereby fully and forever release, discharge and hold harmless the City of Raeford, its agents, elected and appointed officials, employees and volunteers from any and all claims, suits, demands, damages and causes of action, present or future, foreseeable or unforeseeable resulting from or arising out of the above described activity, rental or use by the renter/event manager/company official or by any third parties.

I do further agree to defend and indemnify the City of Raeford for any costs, damages, losses penalties, settlement costs, charges, professional fees or other expenses or liabilities of every kind incurred as a result of any personal injury or property damage resulting from or arising out of the above described activity, rental or use, such costs to include reasonable attorney's fees.

I, _____ (name of renter/event manager/company official) hereby declare that the terms of this Release and Indemnity Agreement have been explained to me and all of my questions have been answered (if any), fully read and understood by me, and freely and voluntarily entered into and accepted by me, and I hereby acknowledge receipt of a copy of this agreement. This agreement shall be in full force and effect any time after the execution thereof.