

**Town of Weaverville
Facility Use Policy
Approved by Town Council 02/22/2016**

Purpose:

The purpose of this Facility Use Policy is to define the applicability of facilities owned and operated by the Town of Weaverville for public use and the requirements for the use of these facilities. It is the intent of the Town to allow the use of these specified facilities for the benefit of Town residents, provided such use does not interfere with the operations of the Town or pose legal or financial ramifications for the Town.

Applicability:

This Policy applies to the Town Hall Community Room and Lake Louise Community Center. The Town Hall Community Room¹. Town owned facilities must be requested pursuant to this policy through Town Hall and approved by the Town Manager. The Town Manager is responsible for the enforcement and interpretation of the Facility Use Policy.

Equitable Use:

Activities sponsored by or co-sponsored by the Town of Weaverville will have priority in scheduling the use of any Town facilities and may not be cancelled to accommodate other requests without the Town Manager's prior approval. These activities include the following and may be approved and scheduled by Town Hall administrative staff:

- Committees or boards formed by the Town
- Organizations in which the Town is a member
- Groups providing a service for or on behalf of the Town
- Town departments
- Other governmental agencies

Social groups or non-profits may be approved, as permitted at the Town Manager's discretion. Dependent on the type, length and nature of the event, profitable or non-profitable, the Town Manager may require a fee or deposit.

These groups may reserve facilities free of charge for regular meetings, but may be required to pay based on the fee schedule if they are reserving facilities for profitable events. This determination will be made at the discretion of the Town Manager. All users must abide by the General Rules of Use provided within this policy.

Reservations & Application:

To secure a date for any event to be held in a Town facility, a completed reservation application must be approved by the Town Manager. Reservations are confirmed based on a first come-first served basis, up to

¹ Defined as the tiled space beyond the accordion panels to the left of the carpeted Council Chambers space; Includes the restrooms and hallways; Does not include the kitchen.

six (6) months in advance. Only the facilities or room(s) paid for and confirmed through a reservation in advance may be used. Although non-residents may be approved to reserve Town facilities, they will be asked to pay an increased rate for usage.

Recurring reservations during a calendar year may be approved at the discretion of the Town Manager. The Town’s facilities are not intended to be used as a regular meeting place or base of operation by any non-Town affiliated individual or group. See Equitable Use. The Town Manager reserves the right to approve a facility use request based upon the purpose, previous rental history, or other factors affecting the use of the facility. A reservation will not be confirmed until all fees and deposits are paid. Fees and deposits are due at the time of reservation. The hours of a facility rental shall include the time from the beginning of the set-up until end of activity.

Availability of Facilities:

The Town Hall Community Room is available for reservation from 7am – 10pm. The Lake Louise Community Center is available for reservation from 7am – 9pm. The Town does not have the capacity to rent either venue more than once per weekend².

Fee Schedule:

Town Council may amend this fee schedule during any fiscal year’s budget.

Facility	Resident per Hour	Non-Resident per Hour	Deposit
Town Hall Community Room	\$ 100	\$ 300	\$ 500
Lake Louise Community Center & Parking Lot	\$ 50	\$ 200	\$ 250

- The use of picnic shelters at Lake Louise are free on a first come basis.
- Only the block garage area and parking lot at the Lake Louise Community Center are available for reservation. Other sections of the building are not to be reserved or utilized by the public.
- The parking lot at the Lake Louise Community Center may be reserved free of charge subject to the Town Manager’s approval.

Cancellation:

Cancellations of a scheduled activity must be made five (5) business days in advance in order to receive a full refund. Failure to provide required notice will result in loss of all fees paid. Any special circumstances that would merit a refund notwithstanding this policy will be the decision of the Town Manager.

² Weekend defined as Friday, 5pm until Monday, 8:30am.

General Rules of Use:

1. The aforementioned deposit is required for all rentals, unless otherwise waived, modified or approved by the Town Manager. If no damages occur, the facility is left clean and orderly and a Police Officer is not required to attend the event for any reason, the security/ cleanup deposit will be refunded. The refund amount will be at the discretion of the Town Manager. Please allow ten (10) business days for the issuance of a refund of the deposit.
2. The renter shall be responsible for the set-up and breakdown of equipment. Failure to comply may result in the loss of the security/cleanup deposit. If an individual or group needs additional equipment, it must be secured through alternate outside sources. Sufficient time for setup must be included with the reservation. Any decorations must have prior approval of the Town of Weaverville. **No items may be taped or otherwise secured to walls, ceilings or any surfaces.** General cleaning of activity areas shall include removal of decorations, the cleaning of the floors, and removal of trash to designated refuse area. Breakdown of tables and chairs and return to the proper storage area unless otherwise directed.
3. The renting party must be at least 21 years or age to rent any facility and must be present during the event. For any event where minors (18 years of age or younger) will be a majority of the attending guests, a ratio of 1 adult to every 10 minors must be present. The renting party shall be responsible for the orderly behavior of their guests using the facility and must conform to all Facility Use Policies and Town rules and regulations.
4. No person shall enter or remain in a Town building or facility unless properly clothed. Street clothes and footwear are required at all times.
5. Under no circumstances will a group or entity using a room or facility be given a key to access Town Hall. A key may be provided for the Lake Louise Community Center at the Public Works Director's or Town Manager's discretion.
6. Kitchen may not be used unless with the Town Manager's explicit permission only. If permitted, user must pay an additional \$20 for use. Any evidence of use of the kitchen without permission will result in a forfeiture of a portion of the user's deposit, at the Town Manager's discretion.
7. Renting party shall promptly report all accidents or incidents which result in either personal injury or damage to the property of the Town, an employee, or member of the public, regardless of who is responsible for the damage.
8. Renting party shall immediately report defective equipment or unsafe conditions of any equipment or facilities that may endanger anyone to the Town employee in charge of the facility.
9. The Town, its officers, agents, and employees shall have the right to enter the facility at all times during the rental event to confirm Renting party's conformance to this Policy. If the Town determines, in its sole judgment, that Renting person has breached a term of this Policy, the Town Manager shall have the right to immediately terminate this rental agreement prior to the expiration of its term and prior to the conclusion of the event without any refund to the renting person.
10. In the event of an emergency and severe weather, Town Manager or his/her designee has the authority to suspend all activity within the facility and evacuate all individuals to the nearest emergency shelter.
11. Town furnishings and equipment may not be removed from the room or facility.
12. Town audio-visual equipment may only be used by Town departments, boards or committees, unless approved by the Town Manager.
13. Helium balloons are prohibited in Town Hall unless securely tethered at all times.
14. Town facilities are a smoke-free environment. Smoking and vapor is prohibited in/on Town property.

15. Alcohol may only be permitted in the Town Hall Community Room, not Lake Louise, with the following stipulations: Serving of alcoholic beverages will be allowed with approval and permits when necessary, according to state and federal laws. The renting party assumes all responsibilities and liabilities associated with the serving of or use of alcoholic beverages for their event or use of the facility. Alcoholic beverages may be served in the Town Hall Community Room with approval from the Town Manager after the reserving party obtains the appropriate insurance coverage.
16. Groups or entities using rooms and facilities will return the rooms and facilities to their pre-event condition. The renting party is responsible for placing all garbage/recycling in the designated receptacles outside of the building. The deposit may not be refunded if this rule is violated.
17. All attending parties must abide by Town parking regulations.
18. Under no circumstances may a group or entity use the Town's insignias, including the Town logo, without the express permission of the Town Manager for any events at Town facilities.
19. Failure to conclude the use of a room or facility (defined as more than fifteen minutes beyond the time indicated on the application), may result in the forfeiture of the deposit and additional fees assessed for Police Department enforcement.
20. Groups and entities using the rooms and facilities are responsible for their behavior and are expected to comply with all policies, laws and regulations. Failure to do so could result in dismissal from the facility, the denial of future use applications, and forfeiture of the security fee.
21. The Town Manager reserves the right to deny the use of the rooms and facilities if it is determined that the use is not in the best interest of the Town and public. The Town also reserves the right to evict any group or entity from any room or facility if deemed in the best interest of the Town and public.
22. The renting party will observe and obey all the Laws of the United States and the State of North Carolina; all applicable ordinances of Buncombe County and the Town of Weaverville; all rules, regulations and requirements of the Buncombe County Health Department; the Weaverville Police and Fire Departments and other authorities of the Town. The renting party will obtain all licenses and permits required by any public body or contract at their expense.
23. The following require approval of the Town Manager:
 - a. Charging for admission
 - b. Selling tickets or taking subscriptions or collections
 - c. Dances, DJs, Bands
 - d. Selling of merchandise, products, services, etc.
24. A police officer may be required for an activity when deemed necessary by the Town Manager. Any monetary compensation required for such service shall be included in a contract between the Police Department and the renting party.
25. The Town assumes no responsibility for lost, stolen or damaged personal property.
26. All activities must cease by 10:00pm at Town Hall and 9:00pm at Lake Louise Community Center; this requirement includes cleanup of the event.
27. Miscellaneous Prohibitions:
 - a. Bubbles, confetti, sand, glitter, birdseed, and rice are prohibited inside the facilities. Birdseed and bubbles are permitted outside the facilities.
 - b. Illegal drugs, gambling or solicitation is prohibited.
 - c. Weapons, except those carried by Police, are prohibited.
 - d. Animals, except service animals or those approved by the Town Manager.
 - e. Any game or activity that is prohibited by North Carolina law, federal law or local law.

- f. No open candlewicks; all candlewicks must be enclosed, votive or hurricane-type containers are recommended and must be approved by the Town Manager.
 - g. Nails, hooks, tacks, tape, glue, sticky tack or screws into any part of the facilities is prohibited.
 - h. Items may not be left overnight.
 - i. No decorations of any kind shall be attached to walls, floors, ceilings, doors, doorframes or tables unless approved by the Town Manager.
 - j. Fireworks or other explosives are prohibited in the facilities and on the premises.
 - k. Any agreement to use the facilities is not assignable to any other person or entity.
28. Any person or group violating any rules is subject to suspension from the facility and prosecution under the law, where appropriate, and forfeiture of their security deposit and associated fees. Flagrant misuse of facilities will result in the forfeiture of future reservations.
29. Indemnification: Person renting agrees to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the facility by Renting person and their guests, agents, or employees.

Acknowledgment and agreement to abide by the Town of Weaverville Facility Use Policy contained herein and verify that all information provided within my application is true:

Town Facility to be Reserved: _____

Signature of Responsible Party: _____ Date: _____

**TOWN OF WEAVERVILLE
FACILITY USE APPLICATION**



Date of Application

Requested Facility: (Check one)
 Town Hall Community Room
 Lake Louise Community Center and/or
 Parking Area

Organization (If applicable)

Responsible Party

Mailing Address (Please be prepared to show identification to Town staff)

Mobile Phone

Home Phone

Email

Please provide a description of event: _____

Est. Attendance

Date / Time Requested

Kitchen use requested? Yes No

Alcohol served? Yes No Only applicable for Community Room: Insurance is required.

FOR TOWN USE ONLY

	Rate/Hr Community Room	Rate/Hr Lake Louise	# Hrs	Total Due	Deposit CR/LL
Resident	\$ 100	\$ 50	_____	\$ _____	\$ 500/\$250
Non-Resident	\$ 300	\$ 200	_____	\$ _____	\$ 500/\$250

Reservation Fees Received: \$ _____ Deposit Received: \$ _____ Staff Initials: _____ Date: _____

TM Application Approval: Yes No _____ Date: _____

TM Deposit Return Approval: _____ Amount: \$ _____ Date _____

Notes if application not approved or full deposit is not returned: _____