

FAISON PARKS AND RECREATION DEPARTMENT

Faison Recreation & Wellness Center RESERVATION AND RENTAL POLICY

The Faison Recreation and Wellness Center is owned and operated by the Town of Faison. Its purpose is to provide Town-sponsored or co-sponsored recreational, educational, and/or community programs for the Faison community. When Recreation or Wellness Center space is not scheduled to be utilized by the Town of Faison, organizations and individuals may reserve and rent space for their use in accordance with this Reservation and Rental Policy.

Faison Recreation and Wellness Center facilities available for rental include a large multipurpose room, gymnasium, and kitchen. These facilities may be rented and reserved to individuals; civic, educational, recreational, and cultural non-profit groups; and to business organizations. Rental rates, charges, and/or fees are established and approved by the Faison Board of Commissioners.

POLICIES

1. If the applicant ("Renter") is an individual, Renter must be an adult, age 21 years of age or older. If Renter is an entity, a responsible adult, age 21 years of age or older, must be present and supervising at all times.
2. Renter will comply with maximum building and room capacities as set forth by the Town of Faison, and will also adhere to the number of attendees in which Renter states in the Faison Recreation and Wellness Center Rental Application.
3. Renter will comply with all laws, ordinances, and regulations adopted or established by federal, state, county, or Town of Faison and require that all its attendees comply with same. Renter will comply with all Faison Recreation and Wellness Center rules and regulations and will require that all its attendees comply with same.
4. The Town of Faison or its agents will not be responsible for any accidents or personal injuries that occur during the rental period. Renter is responsible for the actions of the participants in their group and/or event.
5. The Town of Faison will not be responsible for any stolen goods.
6. Renter is responsible for the cost of any professional repairs or replacement of any damages to the facility or equipment.
7. Security must be provided at the renter's expense if deemed necessary by the Faison Parks & Recreation Department.

8. The Town of Faison may require Renter to provide insurance for its events including insurance covering the Town of Faison, the facility and the persons in attendance.
9. Decorations/exhibits will be limited to free standing or table top items only. Decorations must not be hung on facility walls, windows, ceilings or block from view any permanent signage installed as part of the Faison Recreation and Wellness Center.
10. Renter shall not bring or permit any animals or birds, including performers and pets, in the Faison Recreation and Wellness Center. Exception: animals trained as assistance for handicapped persons. In extenuating circumstances, the Town of Faison will consider allowing animals on a case-by-case basis. For such consideration, the Renter should make this request in writing at the time of application.
11. Reservations for events that take place outside of normal operating hours will be charged the additional staffing fee or opening/closing fee (see fee schedule). At least one approved town representative is required to be present at all events which require rental of the gym and/or whole facility.
12. Renter's event shall end no later than 10:00pm, not to include clean up time. An ending time after 10:00pm must be requested and approved by the Parks and Recreation Advisory Board during the rental application process.
13. Renter's reservation is for the hours specified on Renter's reservation application that has been approved by the Town of Faison. Please make sure that you request enough time for set up and clean up. Renter will be subject to additional charges for time that exceeds the approved hours.
14. Rental applications should be submitted at least 14 days prior to the date requested. Rental payment is due 48 hours prior to scheduled event.
15. The Faison Recreation and Wellness Center is a no smoking facility. Smoking is not allowed inside the building.
16. Alcoholic beverages are not allowed in or on the premises of the Faison Recreation and Wellness Center.
17. Illegal drugs or substances are not allowed in or on the premises of the Faison Recreation and Wellness Center.
18. Weapons are not allowed in or on the premises of the Faison Recreation and Wellness Center.

19. Renter agrees that at all times the event and all activities will be conducted with full regard to public safety, and will observe and abide by all applicable regulations and requests by duly- authorized governmental agencies responsible for public safety and with the Town of Faison to assure such safety. All portions of sidewalks, entries, doors, passages, halls, corridors, and all ways of access to public utilities of the premises shall be kept unobstructed by Renter and shall not be used for any purpose except for ingress or egress to and from the premises of Renter. Renter agrees to not bring onto the premises any material, substance, equipment or object which is likely to constitute a hazard to the property thereon. The Town of Faison shall have the right to refuse any such material, substances, equipment, or object, as well as the right to require its removal.
20. Renter assumes all costs, liabilities, and claims arising from the use of patented, trademarked, franchised, or copyright music, movies, devices, processes or dramatic rights used on or incorporated in the event.
21. The Town of Faison reserves the right to make cancellations to any reservation at any time due to staffing availability and other unforeseen circumstances. Cancellation notices will be issued as far in advance as possible. All rental fees will be returned in full if the cancellation is initiated by the Town of Faison. The Town of Faison will not be liable for any other costs incurred by Renter due to cancellations made by the Town of Faison.
22. Cancellations initiated by Renter more than 48 hours prior to the reservation date shall be granted a refund of paid rental fees and any deposits. Cancellations initiated by Renter less than 48 hours of the scheduled event shall be granted a refund of any paid deposits and 50% of the total rental fee.
23. There will be no events in which admission is charged, items are sold, contributions are made, or money is paid for any reason. The Town of Faison reserves the right to make exceptions for non-profit groups or organizations that directly benefit the Faison community and who request exemption in writing in advance.
24. The Town of Faison reserves the right to refuse rental to any person or group for any event that, at the sole discretion of the Town, is deemed to potentially impair the health, welfare, and/or public safety of citizens or the efficient operation of the Faison Recreation and Wellness Center.
25. Renter must ensure that the facility is left in a manner that is consistent with the way it was upon their arrival. Renter is expected to make sure all trash, paper, cups, food, bottles, etc. is placed in the provided and appropriate containers. All tables and chairs that are provided by the Parks and Recreation Department should be wiped down and cleaned, along with the warming kitchen if utilized.

26. At the conclusion of the rental, Renter will be expected to complete a final walk-through of the facility with the on-duty staff person to ensure that the facility is clean and free of damage, and that all provided equipment is accounted for, clean, and damage free. Renter understands that they will be held financially responsible for any damages to the facility that may occur during the event, and are responsible at all times for their guests' behavior. The Town of Faison endeavors to provide and maintain a family atmosphere and facility. The Town of Faison expects each user group to treat the Faison Recreation and Wellness Center with care and respect.
27. The Town of Faison reserves the right to amend and/or modify these policies if necessary or if it is in the best interest of the Town of Faison.

The undersigned Renter certifies that it has read the above rental policies and understands that it is responsible for Renter and its guests adhering to the policies at the event for which Renter has reserved and rented the Faison Recreation and Wellness Center. Renter agrees to defend, indemnify and save harmless the Town of Faison, its agents, officers, employees, contractors, and volunteers, each severally and separately, from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of whatsoever kind or nature in connection with Licensee's license and use of the facilities, including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by, any such indemnities as a direct or indirect consequence of injury, sickness, or disease, including death, to persons; injury to, or destruction of property, including without limitation, the loss or use of property, or any other cause of action whatsoever, arising out of, resulting from, or which would not have occurred or existed but for Renter's (and its employees', contractors', agents', officers', and guests') use of the Faison Recreation and Wellness Center. This indemnity shall include, without limitation, any and all liabilities, demands, claims, damages, losses, costs and expenses caused, or alleged, to have been caused by any negligence or any other act or omission of Renter or Renter's employees, contractors, agents, officers or guests.

IF RENTER IS AN INDIVIDUAL:

Print Name: _____

Signature: _____

Date: _____

IF RENTER IS AN ENTITY:

(Print Entity Name)

By: _____
(Signature of authorized person)

Name: _____
(Print name of authorized person)

Title: _____
(Print capacity of authorized person)

(President, Vice President, etc.)

Town Staff Signature: _____

Date _____