

## **Policies Governing The Use Of The Rotary Civic Center**

**1. SCHEDULING**

The Civic Center is available for use between the hours of 9:00 AM and 12:00 Midnight ( unless a special request is approved in advance). All activities must be scheduled through the office of the Civic Center by calling (910) 326-6175. One hour after completion of scheduled activities is allowed for clean up, but in any event, the Civic Center premises should be vacated no later than 2:00 AM.

**2. PAYMENT FOR DAMAGES**

The client using the facility must accept responsibility for it. Client is responsible for leaving the facility in approximately the same condition as when received. Reimbursement for costs of furniture or equipment misplaced, destroyed, damaged or not cleaned, will be charged.

**3. KITCHEN**

The client shall be accountable for returning all kitchen facilities to a neat and clean condition to the satisfaction of the Civic Center Director. The client will be responsible for furnishing all materials needed for dishwashing, cooking, etc.

**4. AGE REQUIREMENT**

In order to secure a reservation, a person must be twenty-one (21) years of age. This person or a representative of the group or organization must be present during the use of the building.

**5. TERMINATION OF EVENT**

It is understood that the Civic Center Director or Manager reserves the right to refuse or cancel applications for use if, in his/her opinion, it is in the best interest of the Rotary Foundation to do so.

**6. CANCELLATION**

Client may give notice of cancellation in writing to the Civic Center Director or Manager at least 90 days in advance of the date of the scheduled event and this will entitle renter to a full refund of rent, **exclusive of security deposit**. If less than 90 days prior, no fees will be refunded.

**7. DAMAGES UPON ENTRY**

Upon occupancy of the building, the client shall notify the Civic Center Director or Center personnel of any damages, deficiency, or similar fact observed either in the building or on the grounds, so that such might not be attributed to the user in the course of occupancy.

**8. CARE OF FACILITY**

Client shall not injure, nor in any manner deface said premises or any equipment contained therein, and shall not cause or permit to be caused anything whereby the said premises or equipment therein shall be in any manner injured, marred, or defaced; and will not drive or permit to be driven nails, hooks, or screws into any part of said building or equipment contained therein and will not make or allow any alterations of any kind to said building or equipment contained therein. A multi-day Client shall be responsible for

cleanups and sanitation of the facility between days. Upon vacating facility at termination of event, Client agrees to remove all trash from used space. **NO TAPE** may be used to secure decorations.

9. **LOST ARTICLES**

In using the facilities, neither the Civic Center, nor the Board of the Swansboro Rotary Foundation assumes any responsibility:

- a. for loss of or damage to any property placed on the premises by the user, or
- b. for loss of or damage to any property or personal effects, including motor vehicles and their contents of the user, it's members, employees, agents, participants, guests or attendees.

10. **USE OF CIVIC CENTER PROPERTY**

Time used after contracted limits shall be charged per rate schedule.

11. **PARKING**

All vehicles should park in the parking lot and all entrances to the Civic Center shall remain unobstructed.

12. **BUILDING ACCESS**

All portions of the side walks, entries, doors, passages, halls, corridors, passageways, and all ways of access to public utilities to the premises shall be kept unobstructed by the client and shall not be used for any purpose other than ingress or egress to and from the premises by the Client.

13. **ALCOHOL RENTAL**

Neither the Swansboro Rotary Foundation Civic Center nor any personnel or agency of the Civic Center has a permit authorizing use of alcoholic beverages at any rented facilities of the Civic Center. Any person, group or organization of any type which will provide alcoholic beverages for consumption at the rented facility **MUST** obtain a proper ABC permit from the State of North Carolina prior to the time of the scheduled event. The client is entirely responsible for obtaining the permit for alcoholic beverage use at the facility and for complying with such permit and North Carolina ABC laws. Whenever client intends to allow use of alcoholic beverages at the facilities, a copy of the ABC permit from the State of North Carolina must be provided to the Civic Center Director or his/her designee prior to the time of the scheduled event. The Civic Center will require security personnel during an alcohol rental.

14. **HOURS FOR ALCOHOL RENTALS**

**IMPORTANT: UNDER NO CIRCUMSTANCES ARE ANY ALCOHOLIC BEVERAGES ALLOWED ON THE PREMISES AFTER 1:00 AM.**

15. **POLICING EVENTS**

The Civic Center reserves the right to eject or cause to be ejected from the premises any intoxicated or disorderly person or persons, and neither the Civic Center nor any of its officers, agents, or employees shall be liable to anyone therefore.

16. **CONTROL OF FACILITY AND RIGHT OF ENTRY**

It is understood that the Civic Center does not relinquish the right to control the management of the Civic Center during an event. The Civic Center reserves the right to enforce all necessary laws, rules, and regulations. Duly authorized representatives of the Civic Center may enter the premises at any time without any restrictions. All areas

being utilized, including parking areas shall at all times be under the general supervision of the Civic Center.

**17. EVACUATION**

Should it become necessary, in the judgment of the Civic Center Director or Manager or other appropriate official, to evacuate the premises because of fire, bomb threat, or for other reasons of public safety, the renter agrees to promptly vacate the premises. If it is not possible for renter to complete the scheduled event, rental shall be forfeited, prorated, or adjusted at the discretion of the Director of said Civic Center based upon the situation.

**18. RESPONSIBILITY**

The Swansboro Rotary Foundation Civic Center will **NOT** assume any responsibility for the behavior or the safety of groups using the Civic Center property. The client signing the contract for use of Civic Center property must assume such responsibility. The Civic Center will not be responsible for any items lost or damaged in the parking lot or any other area of the Civic Center property, during or following the scheduled event.

**Basic Guidelines for Client's Using the Rotary Civic Center**

- 1) The Rotary Civic Center Provides tables and chairs and we set up according to your specifications.
- 2) The following table sizes are available: 8ft. rectangular, 6ft rectangular, 60' rounds
- 3) We do NOT provide linens, however, Country-Aire Rental is directly across the street and they offer a wide variety of rental supplies for special occasions.
- 4) Under no circumstances do we allow the use of any kind of glitter, birdseed, rice, etc. If any of the above mentioned or any derivative thereof is used inside the building this will result in forfeiture of the security deposit. NO EXEPTIONS.
- 5) We ask that anything you carry inside the building for decorating, food prep., etc.. be carried out when you leave. If you need to pick something up the day following your function please be sure to ask for permission. This usually is not a problem as long as we are aware you will be in the next day.
- 6) Please leave the kitchen clean and in the manner you found it.
- 7) DO NOT Use duct tape, double-sided tape, packing tape, staples on tables, chairs, walls, etc... You MAY use painters tape or push pins. If you have something else that you would like use please ask permission BEFORE you do so.
- 8) All trash must be bagged up and put in the dumpster out back.

I have read and agree to the above statements and I am aware that my security deposit will be forfeited according to the terms stated.

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Signature of client

Date

***Thank you for choosing the Rotary Civic Center! We appreciate your business and strive to make your event a fun and memorable time for you and your guests!***