

# **CITY OF MARION, NORTH CAROLINA**

## **RULES AND REGULATIONS FOR THE MARION COMMUNITY BUILDING BASEMENT**

**REVISED NOVEMBER 2, 2010**

The Marion Community Building Basement is owned and operated by the City of Marion. This building is available to groups, organizations, and individuals needing a place to meet.

### **DAYS OF OPERATION**

The Community Building Basement is available to be scheduled for use seven (7) days a week, on a year round basis.

### **HOURS OF OPERATION**

The Community Building Basement may be opened as early as one desires; however, it is requested that the person or persons using the building be out by 12:00 Midnight.

### **RULES AND REGULATIONS**

**Violations of any of these rules and regulations or any damages to the Facility may result in forfeiture of all or part of the security deposit held by the City.**

1. No one shall be permitted to use the building without first having made proper reservations, paying the required deposit and payment for the use of the building.
2. A cash deposit, as determined by the City Council, is required to insure compliance with the rules and regulations governing the use of the building. The deposit must be made at least thirty (30) days in advance of the date the building is to be used. The City may keep any or all of the deposit in the case of any violations of the rules and regulations or any damages to the Facility. In addition to the deposit, a valid credit card may also be required (see # 10 below). Civic Clubs and Not-For-Profit organizations using the building on a regular basis are exempt from making a deposit.
3. All persons or groups renting the Marion Community Building Basement must pay for the use of the building at the time reservations are made. No refunds will be made by the City should the renter not use the building on the date scheduled, unless a cancellation is made at least sixty (60) days in advance of the scheduled event, in which case a refund will be made, except for an administrative service charge of \$25.00. In lieu of receiving a refund, a person or group canceling an event more than sixty (60) days in advance of the scheduled event may reschedule

the building without additional cost at some other open date within the next twelve (12) months. A person or group canceling an event less than sixty (60) days in advance of the scheduled event may reschedule the building without additional cost at some other open date within the next twelve (12) months, but will not be eligible to receive a refund. Should the person or group fail to reschedule within the designated twelve (12) month period, the entire rental fee will be forfeited. Reservations must be made in person (no reservations by telephone, fax, e-mail or any other electronic means), no earlier than 9:00 A.M. local time and no earlier than the first day of the calendar month prior to the month one year in advance of the proposed use. (Example: if you wish to schedule the building in the month of October 2009, the earliest you can schedule the building is September 1, 2008). In the event two or more persons are at City Hall at 9:00 A.M., wishing to rent the building on the same day, the name of the one person representing each group shall have their name placed in a box and drawn to determine which person may rent the building on the desired day. In all other situations, reservations shall be accepted on a first come-first served basis. If the deposit is to be refunded, it will be issued by the City within ten (10) work days following the use of the building.

4. A person or group wishing to reserve the building for the day immediately preceding the event may do so at the time of making the initial reservation at the standard rate. The building may also be rented for one-half (1/2) day on the day immediately preceding the event at a reduced rate, however, this reservation may not be made earlier than two (2) weeks prior to the scheduled event.
5. The person or group renting the Community Building Basement may not sublet the building to another person or group.
6. No decorations of any kind, i.e., plaques, pictures, or any other objects shall be fastened to the walls, ceilings, windows or lighting fixtures by use of nails, tacks, screws, tape, etc. Fixtures, furniture, displays or decorations provided by the user(s) must be removed from the building immediately following the use of the same, so the building will be ready for use for the next group. Failure to remove items shall be cause for revocation of part or all of the rental deposit.
7. Each person or group of persons using the kitchen shall thoroughly clean the kitchen and all fixtures before leaving the building and shall clean and remove all food from the refrigerator. In addition, the stove must be cleaned and the floor mopped before leaving the building. At no time shall any of the kitchen appliances be unplugged or moved from their original location. All garbage and refuse shall be removed from the building and placed in the containers located outside.

8. Barbeque grills or any outside cooking device shall only be used on the paved area of the Community Building Basement. Any grease or cooking residue shall be cleaned from the area immediately following use.
9. No person(s), organization, etc. may use the Community Building Basement for religious services.
10. No persons, firm or private organization will be allowed to use the building for the purpose of offering bingo games to the general public. Civic clubs, schools or non-profit organizations may use the building for fund-raising bingo games as approved by Council.
11. Each person using the building will be held responsible for any damages to the walls, floors, windows, appliances and fixtures, furniture and outside areas. Cost for damages will be deducted from the security deposit and in the event the costs exceed the security deposit, the person responsible for renting the facility shall also be held responsible for the additional costs. In order to insure payment for any damages incurred that exceed the security deposit, a guarantee by valid credit card will be required at the time the rental reservation is made. **THIS CREDIT CARD WILL ONLY BE USED IF DAMAGES ARE INCURRED THAT EXCEED THE SECURITY DEPOSIT.** If damages occur and the card charged is deemed to be invalid and prompt payment is not made, the City will pursue legal action to collect such claims. If the person renting the facility has done so for at least three consecutive occasions without damages, the credit card requirement may be waived. In addition, the credit card requirement may be waived for churches, not-for-profit organizations and civic clubs using the facility on a regular basis.
12. Tables and chairs may be rearranged by persons using the building, but must be returned to their original positions after each use.
13. Once the area used, has been cleaned and set in order, the Marion Police Department must be notified, at 652-3231, to come inspect and lock the building. Reports prepared by the Marion Police Department and reports from the cleaning agency will be used to determine if the security deposits shall be refunded.
14. The officers of the Marion Police Department have authority to enter the building at any time for the purpose on insuring compliance with all rules and regulations.
15. Officers of the Marion Police Department shall have authority to open or look in any ice chests and/or coolers on the premises, to monitor possible alcohol use or other improper activity.

16. It is unlawful for any person to consume any alcoholic beverage on any property owned or controlled by the City of Marion. Possession of alcohol or evidence of consumption of alcohol at the Community Building Basement will result in immediate eviction from the premises, forfeiture of security deposit and may result in criminal charges, fines and penalties.
17. Persons or groups renting the Marion Community Building Basement may request to place messages on the permanent sign in front of the building. In order to place a message, the person or group must legibly write out their desired message on a sheet of paper and turn it in at City Hall. Such request must be received at City Hall no later than 48 hours prior to the scheduled date of the event. The person responsible for scheduling the Community Building Basement will forward the message to the Public Works Secretary, who will issue a work order for the message to be spelled out on the Community Building Basement sign. The City reserves the right to edit any messages for length and/or content, in the case of language deemed obscene or objectionable. Messages shall contain only the purpose, date and location of the event and the name of the group sponsoring the event (for example: Marion Business Association Annual Banquet Thursday night, 6:30 P.M.). Personal messages shall not be permitted. Messages advertising political events shall not endorse a specific candidate for any office, but may state the date and time and purpose of a campaign fundraising event held at the Community Building Basement (for example: John Doe for Senate Campaign Dinner, Friday, 7:00 P.M.). In no case shall any message advertising an event not to be located at the Community Building Basement be permitted, unless it is in conjunction with an event sponsored by the City of Marion.

In no case shall the City display a message more than three business days before an event. If two or more persons or groups renting any part of the Community Building wish to have their message displayed at the same time, the person or group submitting their message at City Hall first shall have priority in having their message displayed.

Letters and keys for the Community Building sign and keys to the Community Building Basement are not to be given out to persons or groups renting the Community Building Basement, except under unique situations approved by the City Manager.

No signs are permitted to be posted in front of or on the Community Building property.

18. Animals are not permitted inside any part of the Community Building Basement, with the exception of Seeing Eye dogs for legally blind individuals.
19. If the Marion Police Department is called to the Community Building Basement in reference to a disturbance or due to any violations of Federal, State or Local

law, the event may be immediately suspended, all persons evicted from the building after applicable clean-up and the deposit revoked for the event.

20. No skateboards, in-line skates, roller skates or bicycles are allowed inside the Community Building Basement or on the Community Building property.

These new regulations shall be effective upon adoption.

**Adopted** this the 2<sup>nd</sup> day of November 2010.