

CITY OF MARION, NORTH CAROLINA
RULES AND REGULATIONS
FOR THE
MARION COMMUNITY BUILDING MAIN LEVEL
REVISED AUGUST 16, 2016

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

DAYS OF OPERATION

The Community Building is available to be scheduled for use seven (7) days a week, on a year round basis, excluding days used by local Civic Clubs and Not - For - Profit Organizations.

**CIVIC CLUBS AND NOT-FOR-PROFIT ORGANIZATION USING THE
COMMUNITY BUILDING ON A REGULAR SCHEDULE**

Marion Rotary Club	Every Thursday 7:00 am to 2:00 pm
Newcomers and Friends	2nd Tuesday 7:00 am to 3:00 pm
Christian Women's Club	3 rd Monday 7:00 am to 3:00 pm
McDowell Ballroom Dancers	Last Saturday each month 1:00 pm to 11:00 pm
McDowell Board of Realtors	1 st Tuesday 8:00 am to 1:00 pm
Sweet T.E.A. for Jesus	Mondays 6:00 pm to 9:00 pm
American Red Cross	Minimum 6 rentals per year and at least 7 days notice required prior to rental

HOURS OF OPERATION

The Community Building 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 and paying the required deposit and payment for the use of the building. The payment for the deposit and rental fee may be made by cash, check or credit cards. A

\$25.00 insufficient funds/closed account charge shall be made on any returned check. Transaction fees will apply to all credit card charges.

2. A deposit, as determined by the City Council, shall be 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 event to avoid cancellation. 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 #12 below). Civic Clubs and Not-For-Profit organizations using the building on a regular basis shall be exempt from making a deposit.
3. All persons or groups renting the Marion Community Building 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 2015, the earliest you can schedule the building is September 1, 2014). In the event two or more persons are at the counter 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 from 3:00 p.m. until 12:00 Midnight 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 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. Any 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. The piano in the Community Building shall NOT be moved by anyone other than authorized City employees. If you need the piano moved, please ask that the City have the piano moved for you.
8. 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 the kitchen door.
9. Any person using the kitchen of the Community Building who needs use of the range, should call the Public Works Department 828-652-4224 during normal business hours, Monday through Friday 8:00 a.m. – 5:00 p.m. or the Marion Police Department after hours and week-ends 828-652-3231.
10. Barbeque grills or any outside cooking device shall only be used on the paved area of the Community Building. Any grease or cooking residue shall be cleaned from the area immediately following use.
11. No person(s), organization, etc. may use the Community Building for religious services.
12. 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.
13. 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, even if payment is made by a method other than credit card. This credit card will only be used if damages are incurred that exceed the security deposit. If damages occur and the card is charged, a transaction fee will also be charged; however if the card charged is deemed to be invalid and prompt payment for damages 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.

14. Tables and chairs may be rearranged by persons using the building, but must be returned to their original positions after each use. The podium and the head tables at the Community Building are permanently installed. No attempt should be made to move them.
15. Once the area used has been cleaned and set in order, the Marion Police Department must be notified, at 828-652-3231, 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.
16. The remote controls for the projector and screen may be checked out at City Hall between 8:00 a.m. and 5:00 p.m. Monday through Friday. When use of the remote controls has been completed, they are to be returned to City Hall immediately or if after hours, no later than the next business day. Failure to return the remote controls will result in a substantial charge to the renter's credit card.
17. The volume for the speaker system is preset. A switch located on the backside of the podium will turn on the equipment. Hookups are in place next to the cabinet to allow computers to be connected for audio/visual presentations. The microphone is fixed to the podium, removal of or damage to will result in a substantial charge to the renter's credit card.
18. The officers of the Marion Police Department have authority to enter the building at any time for the purpose of insuring compliance with all rules and regulations.
19. 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.
20. 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 will result in immediate eviction from the premises, forfeiture of security deposit and may result in criminal charges, fines and penalties.
21. Persons or groups renting the Marion Community Building 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 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 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 (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 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 to the front counter of 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 are not to be given out to persons or groups renting the Community Building, 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, except for political signs posted on Election Day.

22. Animals are not permitted inside any part of the Community Building, with the exception of Service Dogs.
23. If the Marion Police Department is called to the Community Building 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.
24. No skateboards, in-line skates, roller skates or bicycles are allowed inside the Community Building or on the Community Building property.

These new regulations shall be effective upon adoption.

Adopted this the 16th day of August, 2016.

MARION COMMUNITY BUILDING TABLE ARRANGEMENT

Tables and chairs may be moved by person(s) using the building but must be left in the arrangement shown below. Head tables and podium may not be moved.

Additional tables and chairs are available in the storage area. If these are used, they must be returned to the storage area. Fire regulations prohibit no more than 210 people on the first floor of the Community Building. **Table Size 2 ½ X 8 or 30 ½ Wide by 96 ½ Long**

