

TOWN OF MARSHVILLE

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Community Center Rules and Regulations

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Application for Renting Marshville's Community Center

We are delighted you are considering hosting your event in Marshville! Complete and submit our Community Center Application.

Applications must be submitted a minimum of three business days before the event. Applications can be submitted via email to CommunityCoordinator@Marshville.org or hand-delivered to Town Hall at 118 E. Union Street, Marshville, NC.

Fees:

Facility Rentals requires a 4-Hour Block

- Deposit: \$150.00
- Rental Fee: \$150.00
- Total: \$300.00

- \$50.00 per each additional hour

Public Facility Rental Policy and Regulations

Town owned facilities are intended for the use and benefit of community members and organizations. Programs sponsored or jointly sponsored by the Town of Marshville have priority over other uses. Certain time periods may be reserved on a regular basis for town programs, meetings, and/or uses. Organizations and individuals may use facilities subject to the regulations of these policies.

Reservations:

1. The Town of Marshville shall maintain a calendar of scheduled uses of Town facilities at Town Hall. Reservations are accepted at Town Hall on a first come first served basis. Therefore, reservations should be made as far in advance of the meeting as possible. A reservation will not be considered complete until a completed application is returned to Town Hall and deposit and fees (if applicable) are paid.
2. Please note, if a group or an individual schedules regular meetings, either on a weekly or monthly basis to conduct a business activity or to derive a financial gain or profit, programs sponsored or jointly sponsored by the Town of Marshville have priority over other uses.
3. Town staff is authorized to deny anyone the use of the facilities if he/she believes that use might cause damage to the building, cause a disturbance, or violate any federal, state, or local laws or policies, or if use is deemed inappropriate, excessive, or if an individual or organization has previously violated the Town of Marshville rental policies and regulations.
4. The designated renter, as it appears on the rental form, is responsible for monitoring the conduct of all guests and enforcing room rental policies. The renter must be present the entire time of the rental. It is the designated renter's responsibility to advise any and all "co-hosts" of the rules and policies as set forth in this document.

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Community Center Rental Policies:

1. All rentals are on a first-come, first-serve basis. The full payment (including deposit and all fees) must be received in order to place a reservation on the calendar.
2. The reservation time must include all time required for setup and cleanup. The renting party will be billed \$50.00 per hour for each hour over the rental schedule. Overage fees will be accessed at the beginning of each hour.
3. The Community Center must be closed and unoccupied by 11pm.
4. A notice of cancellation of a reservation must be provided to the Community Event Planner at least seventy-two (72) hours or three (3) business days prior to the reserved date of use to facilitate a full rental and deposit refund. Failure to comply with this cancellation policy will result in forfeiture of your rental fee.
5. Call or text the Community Event Planner at 704-226-6655 one hour prior to the reserved time, to obtain the key code for entry.
6. Turn out all the lights and lock the doors. Exist through the entry door. One light that will stay on for security purposes.
7. Deposit will be refunded by mail within 14 business days, if facilities require no cleanup or repair. If there is excessive damage or the renting party has not met the cleaning requirements (trash not discarded, floors cleaned, etc.), the renting party forfeits the deposit and may incur a bill for the difference.
8. The rental party will be billed for damages that exceed the amount of the deposit.
9. The rental party shall indemnify and hold the Town harmless from any damages or injuries incurred during, or as a result, of such use.
10. Maximum building occupancy is 66 people seated at tables or 200 standing.
11. The following items and activities are prohibited:
 - Alcoholic beverages, drugs, tobacco products anywhere on the premises (inside or outside).
 - Weapons of any kind, with the exception of law enforcement officers in execution of their duties.
 - No fans, portable heaters, smoke machines or dry ice.
 - No glass containers.
 - No Gambling.
 - No animals inside or outside of the facility not unless it is a service animal and we will insist on proof of state certification before permitting the service animal to accompany the person with a disability.
12. No drinks or food in the restrooms or storage areas.
13. Do not take down any pictures, artwork or documentation that have been posted by the Town.

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14. At no time should anything be glued to the walls or windows of the facility. With the exception of the chairs and tables, no attempt should be made to move or in any way alter the original position of any item in the facility.
15. Only Town of Marshville's employees should change, adjust, or modify equipment.
16. Community Center items (kitchen utensils, cleaning items, tables & chairs, etc.) should not leave the facility.
17. Confine your group to the building that has been rented.
18. We reserve the right to have multiple rentals on any given day.
19. We reserve the right to withhold deposits based on the discretion of town staff.
20. All activities must be under appropriate adult supervision. No person under the age of ten (18) is permitted to use Town facilities without adult supervision.
21. All vehicles must be parked in designated areas only.

Cleaning Requirements:

1. All trash removed
2. Floors cleaned
 - If there is staining and it requires special cleaning or if there is permanent damage, your deposit may be forfeited and you may incur a bill for the difference.
3. The kitchen must be cleaned and returned to its starting condition.
4. Countertops, microwave and stainless steel table must be cleaned.
5. All items removed from refrigerator and all spilled food or liquids cleaned.
6. The restrooms must be cleaned and returned to their starting conditions.
7. All tables and chairs must be returned to their designated area.
 - Only 4 chairs to a wall rack.
3. Brooms and mops must be returned to their designated area.
4. All decorations removed.
5. All items the rental party brings must be taken with them at the conclusion of the event.
 - The Town of Marshville is not responsible for items left behind.
9. All trash must be placed in trash bags and disposed of in the Trash Bins located in the back of the building.