



## Facility Usage Policy and Rules

### Overview

The Town of Leland has a 2,100-square-foot heated facility that is available for rent to Leland residents. The Recreation Building features a covered, walled, lighted 70' x 30' area with cement floor. Inside the building and available with a reservation are tables and chairs, trash cans and two handicapped-accessible public restrooms. There are no kitchen facilities available, but there are electrical outlets and exterior water faucets on premises. Adjacent to the building is Leland Municipal Park, a nearly eight-acre park with a playground, gazebo and walking track. Electrical outlets are available throughout the park. The site is located next to the main Town Hall parking lot, 102 Town Hall Drive.

The Town also has a 1,600 square-foot air conditioned Classroom Annex that is available for rent to the general public. The facility features two rooms. Room A is approximately 675 square feet and is suitable for classroom activities. Room B is approximately 620 square feet and is suitable for smaller groups. Tables, chairs, trash cans and handicapped-accessible restrooms are available. Maximum occupancy for the building is 50 people. The facility is located to the west of Town Hall on the municipal campus. Limited parking is available in a gravel lot adjacent to the building.

The Leland Cultural Arts Center is not subject to this policy. See Leland Cultural Arts Center Policy for more information on that facility.

### Policies Governing Use

1. When not in use for Town-sponsored or co-sponsored activities, designated facilities may be reserved and rented by organizations and the general public in accordance with established policies, procedures and regulations.
2. Fees shall be reviewed annually and adjusted as necessary.
3. Priority for use shall be as follows:
  - a. Town-sponsored or co-sponsored activities
  - b. Civic meetings or organizations
  - c. Private functions

### Reservations

1. In order to reserve a facility, a person must be 21 years of age or older. The Recreation Building may only be rented by Leland residents. The Classroom Annex may be rented by the general public. The person who reserves the facility must be present during the use of the facility.
2. A security deposit is required to reserve a facility. Additional charges will be determined at time of reservation based on the adopted fee schedule. The security deposit will be

returned, in full, to the renter/user unless the Town determines: (1) the facility has been damaged; (2) that special services (cleaning, equipment, maintenance, etc.) are required as a result of the activity; (3) the event is cancelled by the renter/user with less than five (5) working days (Monday through Friday, excluding holidays) notification to the Parks and Recreation Department; or (4) the renter/user fails to return keys to the Town. All expenses for damages to the facility greater than the value of the security deposit shall be billed to the renter/user.

3. There is a charge for all returned checks.
4. Applications and fees for reservations are accepted at Leland Town Hall between 8 a.m. and 5 p.m. Monday through Friday. The reservation is only confirmed after the signed, completed reservation form, security deposit and fees are received and the application is approved by the Parks and Recreation Director or his/her designee.
5. Keys may be picked up at Leland Town Hall Monday through Friday after 10 a.m. the day of or the day before the event, or on Friday if the event is to be held over the weekend.
6. Reservations are taken on a first-come-first-served basis. Reservations may not be made more than 90 days prior to the event without special permission from the Parks and Recreation Director.

## Rules for Use

1. Smoking is not permitted in any building.
2. Illegal drugs, firearms and alcohol are not permitted.
3. Open-flame cooking is not permitted inside any building. Cookers must be a minimum of 20 feet from the building per fire code.
4. Commercial (for-profit) activities and solicitation are not permitted, unless approved by the Parks and Recreation Director.
5. Renter/user is responsible for abiding by and limiting admittance according to building occupancy established by the Town.
6. Renter/user is responsible for any and all arrangements, activity supervision, well-being and conduct of all persons involved with the event, program or activity. All functions must be conducted in an orderly fashion, considerate of neighbors and in conformity with all town ordinances. Failure to do so will result in forfeiture of deposit and future reservation privileges.
7. Tents and concession operations are only permitted with prior approval from the Parks and Recreation Director or his/her designee.
8. The Municipal Park and public restrooms will remain open to the public during normal operating hours during any event utilizing Town facilities. The Recreation Building may not be locked by the renter/user during normal operating hours.
9. The use of bolts, screws or nails to hang banners, posters, etc. on walls ceilings or floors is not permitted.
10. Any building must be left in the same condition or better than it was at the time of rental. Tables, chairs, etc. must be set up and taken down by the renter/user. Clean up responsibilities include, but are not limited to the following:
  - a. Wipe down tables and chairs
  - b. Sweep floors
  - c. Empty trash cans
  - d. Remove trash from facility and deposit in dumpster
  - e. Turn off lights and heat/air/fans

11. Parking is allowed only in designated lots. **No parking or driving on the grass** unless prior permission is received from the Parks and Recreation Director. Damage to sprinkler heads will result in forfeiture of deposit.
12. Any building must be locked prior to departure and keys must be placed in the designated drop box. Failure to return keys will result in forfeiture of deposit. Failure to return keys by 10 a.m. the next business day can result in a late key charge deducted from the deposit.
13. Events may be held between 8 a.m. and 11 p.m. All clean-up work must be completed prior to departure.
14. Renter/user will indemnify and hold the Town of Leland free and harmless from any and all liability on account of injury to any person(s) or damage to or loss of any property(ies) directly or indirectly resulting from any activity sponsored or conducted by the renter/user.