



# Facility Usage Policy and Rules

## Facility Overview

Leland Recreation Building (102 Town Hall Dr.) - The Town of Leland has a 2,100-square-foot heated facility that is available for rent. 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, outdoor stage and multi-use path.

Cypress Cove Park Picnic Area (844 Appleton Way) – The picnic area at Cypress Cove Park is available for rent. The fishing pier, floating dock and canoe/kayak launch remain open to the public during normal operating hours. Restroom facilities are NOT available on site. Parking consists of ten (10) spaces in a gravel lot, and one paved handicapped parking space.

Westgate Nature Park Outdoor Classroom (1260 West Gate Dr.) – The Town's first major park has a small outdoor classroom that is available for rent for small functions. The classroom is 0.3 miles down the trail and is not accessible by vehicles. Parking is available at the park trailhead.

Leland Cultural Arts Center (1212 Magnolia Village Way) – The Cultural Arts Center is not subject to this policy. See Leland Cultural Arts Center Policy Manual for more information.

## 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. Public service activities as determined by the Town Manager or designee.
  - c. Civic meetings or organizations
  - d. Private functions
4. *Town of Leland Sponsored Activities* - Rental fees will not apply for Town of Leland events or events presented by outside organizations that the Town wishes to sponsor.

Organizations wishing to obtain Town sponsorship for their special event must fill out an application and be approved by a vote of the Town Council at a regularly scheduled meeting.

In order for an event to be sponsored by the Town of Leland, the presenting organization shall not have had more than one other Town-sponsored special event at any Town facility in the past calendar year (two events total per calendar year), and meet one of the following criteria:

- a. The event shall have a direct financial benefit to the Town.
- b. The event shall benefit the Town's programs, efforts and initiatives.

## Reservations

1. In order to reserve a facility, a person must be 21 years of age or older. The person who reserves the facility must be present during the use of the facility.
2. Multi-day rentals are prohibited unless written approval is obtained from the Town Manager or designee.
3. A security deposit is required to reserve a facility. Additional charges will be determined at time of reservation based on the adopted Parks and Recreation 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) written 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.
4. There is a charge for all returned checks.
5. Applications and fees for reservations are accepted at Leland Town Hall Monday through Friday during regular business hours. 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 Facilities Manager or his/her designee.
6. Keys may be picked up at Leland Town Hall Monday through Friday between 10 a.m. and 4 p.m. the day of or the day before the event, or on Friday if the event is to be held over the weekend.
7. Reservations are taken on a first-come-first-served basis. Reservations may not be made more than 90 days prior to the event.

## Rules for Use

1. Smoking and the use of tobacco products – including e-cigarettes - on Town property are prohibited. Consumption and possession of open containers of alcohol are prohibited on Town property except as otherwise specifically permitted by the Town Council.
2. Firearms are not permitted in any Town building.
3. Open-flame cooking is not permitted inside any building. Cookers must be a minimum of 20 feet from the building per fire code. Do not place hot charcoal or used cooking oil in trash receptacles/dumpsters.

4. Commercial activities and solicitation are not permitted. Fundraisers conducted by legitimate nonprofit organizations or for nonprofit purposes may be permitted within facilities with written approval from the Town Manager or designee.
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, bounce houses and other amusements are prohibited unless used as part of a Town-sponsored event.
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. At Cypress Cove Park, the fishing pier, floating dock and kayak launch will remain open to the public during normal operating hours.
9. The use of bolts, screws, nails, duct tape or similar fasteners 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 directed by staff. 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 will 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 claims and liability of any kind whatsoever 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.