ROCKY MOUNT
PARKS AND RECREATION
THE CENTER OF IT ALL

City of Rocky Mount
Parks and Recreation
Rocky Mount Senior Center

Amount Due _____ Permit # _____

Schedule HVAC _____ Staff _____

Contact:
Staff _____ Date _____ ☐ Call ☐ VM ☐ email
Staff _____ Date _____ ☐ Call ☐ VM ☐ email
Staff _____ Date _____ ☐ Call ☐ VM ☐ email
Office Use Only

Facility Reservation/Rental Application

Reservations are not held without completed Application and Rental Fee paid in full.

Date of Application: _____

Applicant's First Name: _____ Last Name: _____

Home # _____ Cell # _____

Email: _____

Mailing Address: _____

City _____ State _____ Zip _____

I prefer to be contacted by ☐ Home phone ☐ Cell phone ☐ email

EVENT INFORMATION **NOTE:** *There is two (2) hour minimum including the setup and breakdown time:*

Date of Rental: (Day of week) _____ (Date) _____

Number of people expected to attend the event: _____

Type of Event: _____ **START** **END**

Set-up Time **From:** _____ **To:** _____

Event Time **From:** _____ **To:** _____

Break-down & Clean-up Time **From:** _____ **To:** _____

Brief description of event: _____

_____

_____

NO ALCOHOL is allowed in the Rocky Mount Senior Center.

CHANGES: Any changes to a reservation MUST be made at least two (2) weeks before the scheduled event. Changes after this time will not be accepted.

NO EARLY ENTRY: Set-up is only allowed during set-up time stated on Rental Application.

CANCELLATION AND REFUND POLICY: 100% refund if the Senior Center or Parks and Recreation Department cancels the event reservation. 85% refund if the customer cancels the event reservation at least 2 weeks prior to the event date. No refund if the customer cancels the event less than 2 weeks in advance of the event date.

RENTAL HOURS: Rentals Sunday-Thursday must end by 11:00pm. Rentals Friday and Saturday must end by 12:00am.

Rental Rates per Hour and Capacities

All fees include tables, chairs, available equipment and supervision of event. 2 Hour minimum rental required.

Senior Center Rental Location	Reception Capacity (standing)	Banquet Capacity (Seated)	Rental Rates City Resident/ Non-profit	Rental Rates Non-city Resident	Number of hours of use	Total Cost Hours
Multipurpose Room (includes kitchen and Reception area)		128	$70.00	$105.00		$
Classroom A (Pink)		18	$50.00	$75.00		$
Classroom B (gray)		24	$50.00	$75.00		$
Gymnasium	NA	NA	$70.00	$105.00		$
Indoor Swimming Pool (lifeguard included)	NA	NA	$250.00**	$250.00**		$
				TOTAL		**$**

**Pool rate is for 2 hours. Each additional hour is $75.00/hour

Tables and chairs available: 6ft tables (24) and chairs (120). Rentals requiring more will need to contact a rental company for additional needs.

PAYMENT: Payment of Rental Fee **IN FULL** is due within 48 hours of Rental Application Approval.

RENTAL APPLICATION APPROVAL:

- Rental Application are reviewed and Renter notified within three (3) business days of submission regarding Rental Application approval.
- Renter must sign Rental Contract/Permit and pay rental fee IN FULL within two (2) business days of Rental Application approval notification.
- If payment is not made within the 2 business days, Rental Application will be cancelled and date released.
- **Rental Contract is complete when payment is made in full and all contract and permit paperwork is signed by both parties.**

The Senior Center is located at 427 S. Church Street, Rocky Mount, NC 27801

For questions regarding rentals and the application process, please contact:

Brian Harrell, Senior Center Manager 252-972-1562

brian.harrell@rockymountnc.gov

Credit cards, in-state checks, money orders and cash accepted.

Please make all Checks and Money Orders payable to: The City of Rocky Mount

Total Rental Fee due within 2 business days of approval notification. $ _____

Signature of Renter _____ Date _____

Senior Center Approval _____ Date _____

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Rules for Use Agreement and General Information

Closed Hours: The Senior Center is closed on New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and the day after Christmas.

Facility: A tour of the facility and a pre-event walk-through is available by calling the Senior Center. A Rental Coordinator will be available for the duration of your event (including set-up and clean-up).

Other: There is very limited WiFi availability in the facility. Please ask for details.

Eligibility: Individuals, organizations and corporations are eligible to apply for use.

- *Facility Rental Application* must be submitted and approved by the Senior Center Manager at least two weeks prior to your event.
- Reservations can only be made twelve (12) months in advance of the event date. An application may be submitted on any day of the month preceding the 12th month. *(Example: an application may be presented on any day of January for an event in the following January*.)

Responsibility: ☐ The renter is responsible for replacement or repair of broken or damaged facility property. The renter will receive an invoice within 14 days after event if this occurs.

Food/Beverage/Equipment: Renter is responsible for contacting and contracting all rental needs.

Photography: Events and activities taking place at the Senior Center may be photographed for use in print, video and online marketing of the facility and the Parks & Recreation Department.

Distribution of Alcohol: <u>No alcohol is allowed in the Rocky Mount Senior Center</u>. If you wish to serve alcoholic beverages, you will need to rent space at the Imperial Center for Arts & Sciences or the Booker T. Theatre.

Set-Up: ☐ It is the renter's responsibility to make sure that adequate set-up time is being allowed to ensure that all groups involved in set-up have sufficient time to complete their tasks before the arrival of guests. Senior Center staff should be consulted on estimated set-up times. <u>Set-up time must be specified on the *Facility Rental Application* and access to the rental space will not be permitted prior to the set-up start time designated by the renter</u>.

- It is the customer's responsibility to coordinate deliveries and pick-ups with the Rental Coordinator.
- Caterer may schedule access to facility during normal business hours, otherwise; the rental fee applies. Access to facility means use of staging areas to prepare for the event. Caterer can only set up in the event area during the designated set up time on the application. It is the renter's responsibility to make sure that the caterer has sufficient time to complete tasks before the arrival of guests.
- The Senior Center reserves the right to change set up of any event to provide adequate safety and protection to its facility and guests.
- Decorations will be limited to free standing or table top items only, an may not be adhered in any fashion to the facility walls, mirrors, windows and/or ceilings. Balloons used in decorating must be restrained.

Clean Up: ☐ Renter must leave the facility clean and in as good of condition as prior to the rental.

- Floors should be swept or dust mopped, any spilled liquids mopped up and trash put in the provided trashcans and tied at the top.
- Bathrooms must be left clean, with all paper removed from the floor and any liquid mopped up.
- Tables and chairs should be folded and placed on carts and moved to the storage closet or area designated by Rental Coordinator.
- Any items furnished by the renter should be removed from the rental area within the designated clean-up time.

Parking: Free parking is available in the lot in front of the facility. Parking in grass is prohibited and illegally parked cars are subject to being towed.

Conditions: ☐

- The Senior Center will not produce, publish or distribute printed information or signage associated with the renters' event. Any advertisement for the event which uses the Senior Center name must first be reviewed and approved by the Senior Center/Parks and Recreation Department.
- Smoking is prohibited anywhere inside of the Senior Center
- Outdoor amplified sound must be approved by the Rocky Mount Parks & Recreation Department and the Rocky Mount Police Department.
- Common areas will be open to the public during regular operating hours, events, and during other rentals. Renters should anticipate that the public will have access to restrooms, hallways, lobbies, and common areas. All noise in these areas should be held to a minimum.
- Ticketed (for profit) events are not allowed by any organization.
- Children must be supervised at all times.
- The Senior Center is not responsible for any items or property belonging to guests that are lost, stolen, damaged, or destroyed while on the Center's premises.

Please read the Rules for Use Agreement and indicate your understanding by placing your initials in boxes where indicated.

Acknowledgement

I have read the Rules for Use Agreement I understand my responsibility, and I agree to abide by the terms.

Signature of Renter _____ Date _____

Senior Center Manager _____ Date _____

STATE OF NORTH CAROLINA

COUNTY OF NASH **RELEASE AND INDEMNITY**

THIS RELEASE AND INDEMNITY AGREEMENT made and given this ___ day of _____, 20___

By _____ (whether one or more, the "Indemnitor") to the City of Rocky Mount, North Carolina, its elected officials, agents, and employees (collectively the "City");

W I T N E S S E T H:

WHEREAS, the City owns or has an interest in a certain lot or parcel of real estate identified as

Rocky Mount Senior Center, located at **427 S. Church Street** , Rocky Mount, North Carolina (the "Property"); and

WHEREAS, Indemnitor has requested permission to use such property for the following purpose or purposes:

_____

_____

(Whether one or more, the "Activity"); and

WHEREAS, in order to induce the City to permit Indemnitor to use the Property for the Activity specified, the Indemnitor has agreed to release, indemnify, and hold harmless the City to the extent herein below provided.

NOW, THEREFORE, in consideration of being granted the right to use the Property, the Indemnitor hereby agrees to:

RELEASE, ACQUIT, AND FOREVER DISCHARGE the City from any and all claims, losses, damages, or liability (present or future), on account of injury to persons or property, including injury resulting in death, arising out of or any way connected with the use of the Property for the Activity specified above, or for any other activity or activities at the Property by the undersigned Indemnitor during the term of this Release and Indemnity Agreement; and

INDEMNIFY, DEFEND, AND HOLD HARMLESS the City from and against any and all claims, losses, damages, or liability (present or future), and all costs, charges, and fees (including court costs and reasonable attorney's fees) related thereto, arising out of, or in any way connected with the use of the Property by the undersigned Indemnitor, or anyone using the Property under the auspices of the undersigned Indemnitor, or with the implied or express consent or the undersigned.

It is understood and agreed that the City makes no representation or warranty, express or implied, that the Property is suitable, safe, or appropriate for the Activity and that the undersigned Indemnitor assumes the risk of any loss, damage, or liability resulting from the use of the Property. The undersigned will not use or authorize anyone to use the Property for any activity except the Activity specified above except with the consent of the City or its duly authorized re presentative.

It is further understood and agreed that if any term or provision of this Release and Indemnity Agreement, or the application thereof to any person, firm, corporation, or circumstance shall, to any extent, be deemed invalid or unenforceable, the remainder of this Release and Indemnity, or the application of such term or provision to persons, firms, corporations, or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Release and Indemnity Agreement shall be valid and enforceable to the fullest extent permitted by law.

The undersigned has carefully read this Release and Indemnity Agreement and executes it voluntarily in his or her duly authorized, official capacity on behalf of the Indemnitor.

This the _____ day of _____, 20___.

_____

Signature of Indemnitor