

Mount Olive Parks and Recreation General Use of the Train Depot and Application for Use

Policies for the Historic Depot Civic Center

1. For use of this building, a reservation form must be completed and approved by the by the Town Manager's Office.
2. Any fees shall be paid at least twenty-four hours prior to the scheduled activity. **If all fees are not paid by this time, the reservation will be cancelled.** Rental fee is \$200.00 for the first five (5) hours. For rentals exceeding five (5) hours, an additional rental fee may be charged.
3. A \$300.00 deposit shall be required to offset any loss or damage that might occur during the rental period. The deposit shall be returned within two weeks following the event if there is no damage to the facility.
4. Youth groups requesting the use of the facility must assure an adult chaperon ratio of one adult per 15 children.
5. A police officer shall be retained where deemed necessary by the Town Manager. The rental party shall make compensation to the police officer. Groups using the facility will be responsible for orderly behavior of their participants. All departmental, facility, and Town rules and regulations must be followed.
6. The organization responsible for the facility shall be responsible for any and all damages while the group is in the facility. Renters assume all responsibility for any and all claims, damages, or accidents arising out of facility use and shall hold the Town of Mount Olive harmless for any such actions and damages
7. A group using the facility may not charge admission fees, sell tickets or take collections
8. A group may not sell or offer the sale of merchandise.
9. The facility may not be used for fundraisers, political events, or religious ceremonies and there will be no exceptions.
10. There will be no alcoholic beverages, tobacco products, illegal drugs, weapons (except those carried by police officers), animals (except those serving the needs of handicapped persons), gambling, vulgar language, solicitation, or decorations attached to the walls, floors, ceiling, or tables unless approved by the Town Manager.
11. Trash cans must be emptied and the trash taken to the roll carts located directly across from the side entrance of the building.
12. Any food, drinks or items left behind will be disposed of by the Town.
13. The Depot Building must be vacated by 10:00PM.
14. Flagrant misuse of the facility will result in the forfeiture of future reservations.
15. The Town of Mount Olive is not responsible for lost or stolen property while the facility is in use.
16. Any group or organization which enters into an agreement for the use of the facility shall be responsible for their specific activities and the Town of Mount Olive shall have no responsibility for injuries to anyone or any vehicles parked outdoors.
17. Any person or group violating any of these rules is subject to suspension from the facility and prosecution under the law, where appropriate.

18. The Town Manager's Office reserves the right to deny use of any facility where such use is deemed to not be in the Town's best interest.
19. Renter will comply with maximum building and room capacities as set forth by the Town of Mount Olive, and will also adhere to the number of attendees stated on the Facility Rental application form.
20. For 501 (c) (3) groups. Should a town function arise that needs the facility you will be notified and your reservation will either be rescheduled or cancelled.
21. The Depot Conference Room is reserved for official Town functions only.
22. Organizations holding a 501 C3 in their name and who are properly licensed by the Department of the Secretary of State for the State of North Carolina as required by NC general statute 131F-5, local service organizations, school and any other groups may be allowed to use the depot at no charge ONCE PER MONTH. Any additional uses will be charged the regular rate of a \$300.00 refundable deposit upon inspection of the facility after use. And a non-refundable amount of \$200.00 for up to five hours. In the event such organizations are allowed to use the facility at no charge, they will be required to sign an acceptance of liability statement making them responsible for the cost of any damage that might occur during their use of the facility.

APPLICATION FORM

Group Name: _____

501C-3 Number if applicable: _____

Name of Responsible Person: _____

Phone Number: _____

Address: _____

Number of people in Party _____

Rental Date: _____ Time: From _____ to _____

Date Deposit paid: _____

Date Rental Fee paid: _____

Deposit Refund: Date _____ Amount: _____

DAMAGE NOTED ON CHECK OUT INSPECTION

**ACCEPTANCE OF LIABILITY AGREEMENT FOR NON-PROFITS
AND OTHER ORGANIZATIONS ALLOWED USE OF TRAIN
DEPOT WITH NO DEPOSIT AND NO RENTAL FEE**

I, _____ being a duly
authorized representative of _____
organization do by my signature accept full responsibility for any and all for
damage which might occur to the Historic Mount Olive Train Depot (Mount
Olive Civic Center) during its use by
_____ organization. I
understand that in return for my organization being allowed to use this
historic facility with no deposit and no rental fee
_____ organization will compensate
the Town of Mount Olive in full for the repair of any damage that might
occur during our use of the facility and for the replacement of any and all
furniture and equipment that might be removed from the facility during our
use of it. I further understand that if the organization I represent fails to
compensate the Town for any loss or damage which might occur during their
use of the facility within 30 days following the date of use, that I am
accepting personal responsibility to compensate the Town for such loss or
damage.

Signed: _____

Date: _____

Witnessed: _____