



Creedmoor Parks & Recreation
 www.cityofcreedmoor.org/Recreation
 recreation@cityofcreedmoor.org
 (919) 528-3332

CREEDMOOR COMMUNITY CENTER FACILITY RULES & REGULATIONS

LOCATION:	Gymnasium (Main Entrance): 108 E. Wilton Avenue Event Room Rental Space: 116 Douglas Drive		
HOURS OF OPERATION:	Monday – Friday	8 am – 8 pm	
	Saturday	8 am – 1 pm	
	Sunday	Closed	
FEATURES & RENTAL OPTIONS:	Event Room*	Gymnasium*^	Fitness Equipment
	Small Meeting Rooms*	Indoor Walking Track	
	Large Meeting Room*	BC Roberts Field	

* Available rental space perfectly suited for meetings, clubs, parties, special events, receptions, games, sports practice, etc. Half-day or full day rentals are available [Half-day rental periods are between 8 am – 2 pm or 2 – 8 pm; Full day rentals are any rental over 5 hours.

^ The gymnasium may be reserved for private use and will be closed to the public between the hours of 6 – 8 pm (Monday, Wednesday, and Friday), 8 – 10 am (Saturday), and 1 – 8 pm (Saturday and Sunday). During those days/times, please call the facility to confirm public access prior to arrival.

The following rules and regulations apply to all facility users and renters. Failure to abide by facility regulations may result in privileges being suspended or revoked. The City of Creedmoor does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in any provision of services to the public.

The current City of Creedmoor Fee & Rate Schedule includes all usage and rental fees. A copy is available at Creedmoor City Hall or may be downloaded at www.cityofcreedmoor.org/FeeAndRateSchedule.

I. CREEDMOOR REC ACCOUNT

All facility users are required to have a current Rec Account. The following registration and payment options are available:

- A. Creedmoor City Hall, 111 Masonic Street (cash, check, money order, or credit card).
- B. At the Creedmoor Community Center Front Desk (registration and credit card payment via provided kiosk plus \$1.50 service fee).
- C. Online at www.cityofcreedmoor.org/RecAccount (credit card payment plus \$1.50 service fee).

II. FACILITY USAGE RULES AND REGULATIONS

A. Attire

Proper attire must be worn when using the gymnasium facilities including modest work-out clothing, athletic shoes (no hard-soled shoes), and shirt at all times. Jeans, pants with rivets, belt loops, belts, or open-toed shoes/sandals are not permitted.

B. Equipment

Abuse and/or misuse of city property or equipment is unacceptable. Misuse, moving, or altering any portion of the center property is prohibited.

Violators will be held financially responsible for damages and losses.

Equipment is first-come/first-served; during peak times of heavy demand, a 30-minute time limit on cardio equipment will be imposed.

Patrons must be 14 years of age or older to use the fitness equipment.

Users are required to sanitize equipment following use.

Tables, chairs, or other furnishings are not to be propped against the walls of the facility.

C. Equipment Brought to Facility

Equipment dispensing synthetic or real smoke is prohibited. Outside tables/chairs are prohibited.

D. Lockers

Patrons are fully responsible for personal items that are lost, stolen, or damaged while at the facility. Books, bags, coats, and other personal items are not permitted in activity areas and should be stored in provided lockers or your personal vehicle. Lockers are for day use only. Lockers which are not cleared at the end of the day will have the lock cut off and all items will be removed and bagged for pick-up. There will be a two (2) week holding period at which time all items found will be sent to an establishment which collects and resells used merchandise.

E. Minors

Children under the age of ten (10) must be accompanied by an adult or guardian (age 18 or older) in all areas of the facility at all times.

F. Parking

Parking is provided on a first-come/first served basis for all facility users. The City of Creedmoor assumes no responsibility for stolen items or for damage to vehicles.

G. Prohibited Items and Activities

Firearms, fires, and pyrotechnics are prohibited on the grounds and within the facility.

Food and beverage are not permitted in the gymnasium or fitness area except for capped, spill-proof, non-glass water bottles.

Foul or abusive language is unacceptable. Patrons may not display actions that facility staff deem unsportsmanlike or rude.

H. Smoking

Smoking, smokeless tobacco, and vaping (e-cigarettes) are strictly prohibited anywhere on the community center premises. Any evidence of smoking inside the facility or outside on the facility grounds during a rental will result in a forfeiture of the Cleaning/Damage deposit.

I. User Registration

All users must register for a Rec Account and must check-in at the front desk before using any portion of the facility including those attending programs. Users attending events held in the event or meeting rooms are exempt from this requirement.

III. FACILITY RENTAL RULES AND REGULATIONS (ALL RENTAL SPACES)

A. After-Hours Supervision

Rentals outside of regular facility hours will incur an additional after-hours fee and are subject to staff availability. Staff availability will be confirmed before the final Rental Agreement is prepared.

B. Candles

Candles are permitted for cakes, floating containers, hurricane globes, and chafing dish burners only. Other uses must be specifically approved by the city prior to the event.

C. For-Profit Events Surcharge

Organizations or other persons operating for-profit events (i.e., charging admission, selling items including food and beverage, or collecting other participant fees) will be assessed an additional 25% of the base cost of the rental.

D. Music

Amplified music, bands, or DJ's may not interfere with other facility programs, rentals, or disturb neighboring property owners. See City of Creedmoor Code of Ordinances, Title IX General Regulations, Article 96: Health & Sanitation Nuisances. Violation may result in renter being asked

to leave the property prior to the end of the rental without a refund.

E. Public Events

Events where attendance is not limited to invitation-only or membership. An event is considered public if it is being advertised through media such as the Internet/social media, television, newspaper, printed flyer, etc. A tenant user liability insurance policy will be required and additional documentation may also be required depending on the type of event.

F. Rental Fees Discount

Creedmoor residents (must live within Creedmoor city limits), city employees, senior citizens, military, and 501(c)(3) non-profit organizations are eligible for a 25% discount off the base cost of space rental (the discount is not applicable to the non-refundable application fee or other fees imposed based on rental usage). Proof of eligibility (government issued photo ID or 501(c)(3) federal EIN#) must be submitted prior to the reservation being confirmed and again at time of rental). Additional documentation may be required.

G. Rental Requirements

Renter must be at least 21 years of age to secure a reservation.

Reservations for the event room, meeting rooms, and BC Roberts multi-purpose field require a Rental Inquiry Form to be submitted at least 2 weeks in advance of the requested date. Parks & Recreation staff will review the submitted form and contact the named applicant to discuss their rental needs.

The renter is not permitted to gain access to the facility prior to the start time listed and must completely vacate the facility by the end time listed on the agreement.

The renter and his/her agents must comply with and abide by all laws and ordinances, including federal, state, county, and municipal, which may apply to the use of this facility.

Renter is not permitted to reassign nor sublease the facility. Any sublease or assignment will be invalid and will result in forfeiture of all deposits and of the right to use the facility in the future.

Each separate rental will require a new Rental Agreement and security deposit, if applicable.

H. Rental Spaces

SPACE

FEATURES

The event room and small/large meeting rooms are available for half-day or full day rentals. Half-day rental periods are between 8 am – 2 pm or 2 – 8 pm; Full day rentals are any rental over 5 hours.

Small Meeting Room I (384 SF)	Accommodates up to 20 persons. White Board, LED television (by request), small sink, (3) 30x72 tables, and 20 chairs.
Small Meeting Room II (373 SF)	Accommodates up to 19 persons. White Board, LED television (by request), (3) 30x72 tables, and 19 chairs.
Large Meeting Room (757 SF)	Accommodates up to 39 persons (partition wall between smaller rooms removed). White Board, LED television (by request), small sink, (6) 30x72 tables, and 39 chairs.
Event Room (2291 SF)	Maximum occupancy is 153; Seating arrangements with tables can accommodate approximately 112. Warming kitchen with refrigerator, and microwave. (5) 5' diameter round tables, (6) 30x96 rectangular tables, (4) 30x72 rectangular tables, and 150 chairs. Large LED monitor and sound equipment.

SPACE

FEATURES

The gymnasium may be reserved for private use during the days and times listed below with a 2-hour minimum rental. Other times may be available by special request. If you wish to use the facility for open play, please call prior to arrival to learn if the space has been reserved.

Gymnasium 6 – 8 pm (Monday, Wednesday, & Friday)
 8 – 10 am (Saturday)
 1 – 8 pm (Saturday & Sunday)

The BC Roberts Field may be reserved for private use with a 2-hour minimum rental.

BC Roberts Field Multi-purpose field.
 Field lighting is available for an additional fee.

K. Responsible Party

The applicant in whose name the rental is reserved and who signs the Rental Agreement or Rental Form is considered the “Responsible Party” for the event and shall incur full responsibility for the rental. The responsible party must be present throughout the entirety of the rental period.

L. Security Requirements

Security is required at any event with 100 or more attendees and if required by the city due to the nature of the event and/or other relevant circumstances (i.e., beer or wine service). The City reserves the right to require security if deemed necessary by city officials. All events requiring security also require a Tenant Users Liability Insurance Policy. Security must be coordinated through the Creedmoor Police Department with assistance from Parks & Recreation staff. One (1) off-duty law enforcement officer for every 100 people in attendance and three (3) hour minimum per officer is required. Renter is responsible for the cost of security payable in cash prior to the event at the current rate and policies as stipulated by the applicable agency. **Security arrangements must be finalized and confirmed by the renter at least 15 calendar days in advance of the event date.**

M. User Liability and Insurance

The person identified on the Rental Agreement is responsible for maintaining order and decorum when using the facility, and to fully inform group members, affiliates, caterers, vendors, and guests of the Facility Rules and Regulations. In addition, they shall be liable for any loss, damage, or injury sustained by any person(s) during the time the facility is rented.

Competitions, dances, and events requiring security will also require a Tenant Users Liability Insurance Policy (TULIP). The city reserves the right to require a liability insurance policy due to the size/nature of an event.

Renter must purchase and provide proof of a minimum \$1,000,000 policy naming the City of Creedmoor as an additional insured in which the carrier agrees to defend, save harmless, and indemnify the City of Creedmoor from all financial loss, damage, or harm arising from the rental. In addition, for events with beer or wine service, the policy must include host liquor liability coverage for any and all damages arising out of the dispensing of alcoholic beverages.

Tenant User Liability Insurance Policy (TULIP) is available through www.onebeaconentertainment.com using the facility/venue ID code 0501-889 (see additional information at cityofcreedmoor.org/TULIP). Other vendors offering similar policies are www.kandkinsurance.com and <https://tulip.ajgrms.com>. **A copy of the policy must be submitted to the City of Creedmoor at least 15 calendar days prior to the event and must remain in effect for the entire event.** Failure to submit all required documentation by the due date will result in cancellation of the rental and forfeiture of all fees paid.

Occupancy beyond the posted capacity is prohibited. The renter is responsible for compliance with all fire codes.

Neither the City of Creedmoor, City Manager, Board of Commissioners, nor any city personnel assume responsibility for loss or damage to property placed on the premises by the renter or their associates, nor for personal injury which may occur during the use of the facility. Furthermore, the City of Creedmoor assumes no responsibility for items left by the renter in or around the facility.

IV. EVENT AND MEETING ROOM RENTALS ONLY

Note: The following event and meeting room-specific rental rules and regulations apply in addition to the facility rules and regulations set forth in Sections II & III.

A. Application Fee (Non-Refundable)

A non-refundable application fee will be assessed with every event and meeting room rental. The application fee may only be refunded on rare occasions when the application is denied by the city through no fault of the applicant.

Only one application fee per year will be assessed for repeat rentals; however, the specific dates and times must be identified on the initial Rental Inquiry Form and Rental Agreement.

Subsequent forms with additional dates will constitute a new rental and an application fee will be assessed. The applicable cleaning/damage deposit will be retained through all dates reserved.

B. Beer and Wine Service

Beer and wine service are available for the event room and meetings rooms only; consumption in any other area of the facility or outside of the facility is prohibited.

A Tenant User Liability Policy (TULIP) is required, and other requirements may also be imposed (i.e., security) depending on type of rental.

Renter must secure all permits/licenses required by law if beer or wine will be served, sold, or consumed. Permitting information can be found at <https://abc.nc.gov/Permit/SpecialPermits>.

1. A *Limited Special Occasion Permit* is required if serving beer, unfortified wine (16% or less alcohol by volume, made by fermentation from grapes, fruits, berries, rice or honey), or champagne to guests. Visit <https://abc.nc.gov/Permit/ApplyLSO> for application.
2. A *Special One-Time Permit* is required if selling beer or wine to guests (available to non-profit and political organizations only). Visit <https://abc.nc.gov/Permit/QualificationSOTNP/> for application.

A copy of the permit must be submitted to the City no less than 15 calendar days prior to the event. Failure to submit all required documentation by the due date will result in cancellation of the rental and forfeiture of all fees paid.

Beer or wine service must be closed one hour prior to the end of the event.

Events serving beer or wine must ensure it is always under the control of a bartender or caterer. Common-source containers without an individual server (kegs, punches, etc.), glass beer bottles, and brown bagging are strictly prohibited.

No person under the age of 21 shall be permitted to consume beer or wine at the facility. Serving minors will constitute suspension of your right to rent the facility in the future and will result in the forfeiture of all deposits and may also result in your criminal prosecution.

C. Cancellations, Refunds, and Reschedules

If the renter cancels **more than 30 calendar days prior to the event date**, all fees except the application fee are refundable.

If the renter cancels **less than 30 calendar days prior to the event date**, all monies used to confirm the rental are forfeited.

If the renter or renter's representatives **fail to comply with all submission requirements within 15 calendar days prior to the event date**, the rental will be cancelled, and all monies used to confirm the rental will be forfeited.

Renters who cancel ***less than 30 calendar days but more than 15 calendar days prior to the event date*** may opt for a one-time reschedule of their event subject to the following conditions:

1. Renter provides written notification of the need to reschedule at least 15 calendar days in advance of the original event date;
2. Renter confirms a reschedule date within 30 calendar days of the written notification;
3. The renter has not previously rescheduled the same event (i.e., one reschedule per event);
AND
4. If the renter fails to cancel an event within 30 calendar days of the original event date and a satisfactory reschedule date is not available, all monies used to confirm the rental will be forfeited.

The City Manager and Board of Commissioners reserve the right to cancel an approved request or revoke the right to use the facility to any group or individual when (a) said group or individual has shown disregard for the Facility Rules and Regulations, if cancelled under this category, renter forfeits all monies paid; (b) it is deemed necessary for the concern of the health, safety, and welfare of the renter, guests, or the general public; or (c) it is determined to be in the best interest of the Creedmoor Community Center.

D. Cleaning/Damage Deposit

A cleaning/damage deposit will be charged for all event room and meeting room rentals.

Failure to follow all cleaning protocols including emptying trash receptacles, returning tables/ chairs to their storage location, cleaning warming kitchen, etc. will result in all or a portion of the cleaning/ damage deposit being forfeited. A cleaning checklist will be provided to renters.

If any damage to the facility, equipment, furnishing, fixtures, etc. occurs during the renter's event, the renter must notify a representative of the City of Creedmoor immediately.

All repair or replacement costs incurred by the City as a result of damage, including staff labor costs, will be itemized and deducted from the cleaning/damage deposit. If the cleaning/damage deposit is not enough to cover the full cost of repair or replacement, the remaining costs will be billed to the renter and must be paid within 30 calendar days to avoid legal action.

Furthermore, failure to comply with any of the General Facility Rules and Regulations may result in forfeiture of all monies paid for the rental including the cleaning/damage deposit and may also result in forfeiture of the privilege to rent the facility in the future.

For repeat rentals, the cleaning/damage deposit will not be refunded until after the last reserved rental.

E. Dances and Competitions

Rental requests for dances and competitions require a Tenant User Liability Policy (TULIP) and a letter of intent describing the event at least 30 calendar days prior to the date of the event. Additional documentation may also be required.

F. Decorations

Facility renters and users are prohibited from taping, nailing, pinning, stapling or otherwise attaching decorations to walls or furnishings. All decorations, food, equipment, and other personal effects must be removed by the end time of the rental period identified in the Rental Agreement.

G. Electronic Equipment

All electronic equipment must be turned off and/or returned to its proper storage location at the end of the rental period.

Renters may utilize their own electronics by contacting city staff to determine if the devices are compatible with the facility.

H. User Liability and Insurance

See Section III: M.

I. Professional Catering (Event Room Only)

Hiring of professional catering services and/or use of the facility's warming kitchen are available for event room rentals only. A kitchen usage fee will apply.

Event rentals utilizing a professional caterer must either hire a caterer listed on the City's Preferred Caterer's List, or notify their selected caterer to submit the following required documentation at least 15 calendar days prior to the event date in order to be added to the list:

1. Certificate of Insurance naming the City of Creedmoor as an additional insured;
2. Copy of the caterer's Health Department Certificate with an "A" rating;
3. Copy of the caterer's Health Department license; and
4. Any other criteria as deemed appropriate by the City.

The City reserves the right to accept/reject any requests to the Preferred Caterer List.

It is the renter's responsibility to make sure the caterer submits the required documents at least 15 calendar days prior to the event. The city will not send out notification of non-compliance. Failure to submit all required documentation by the due date will result in cancellation of the rental and forfeiture of all fees paid.

Renter is responsible for caterer's access to the facility and for ensuring that caterers adhere to the Facility Use Rules and Regulations. The catering kitchen is to be used for warming food only; food is not permitted to be cooked in the kitchen.

J. Rental Process & Fees

All renters are required to complete a Rental Inquiry Form for each requested rental.

The form will be reviewed by staff and a Rental Agreement with applicable rental fees will be sent to the applicant for signature and payment. The reservation will not be confirmed until the original, signed Rental Agreement has been returned and payment in full has been received.

Rental fees are payable within three (3) business days of receiving the draft Rental Agreement as indicated on the signature page. Additional fees including a cleaning/damage deposit, kitchen usage fee, after-hours fee, etc. may be assessed depending on the rental space and usage needs. Note: Rental and all other applicable fees will be itemized as Addendum A on the Rental Agreement.

Acceptable payment methods are cash, check, money order, credit or debit card, and PayPal.

K. Repeat Rentals

To incur only one application fee, users interested in repeat rentals must specifically identify the requested dates and times on their initial Rental Inquiry Form. The applicable cleaning/damage deposit will be retained through all dates.

L. Security Requirements

See Section III: L.

V. **GYMNASIUM RENTALS**

Note: The following gymnasium-specific rental rules and regulations apply in addition to the facility rules and regulations set forth in Sections II & III.

A. Allowable Uses

The gymnasium may be rented for sports-related use only. All participants must wear appropriate footwear and other attire as outlined in Section II: A.

B. Availability

It is the policy of the City of Creedmoor to provide gymnasium access times for open play for facility users; however, the city recognizes that some players may prefer to engage in more organized, peer-to-peer games. Specific time periods are allotted for users wishing to reserve the facility for an organized game as outlined in the City of Creedmoor Fee & Rate Schedule or on the Rental Form. All other times are designated as open play in which any user can participate.

C. Rental Process

All renters are required to complete a Rental Form to reserve the facility. Renter must be at least 21 years of age to secure a reservation.

Rental fees must be submitted along with the Rental Form and are non-refundable.

Reservations will only be accepted *within one (1) month of desired use date* on a first-come, first-served basis. Rental form and payment must be received one week in advance for after-hours rentals.

Groups offering sports or other programs to the public whose participants are minor-aged children (aged 17 and under) and/or are charging a fee for participation will be required to conduct background checks through an official agency on all coaches/counselors/chaperones and to provide proof of liability insurance prior to final approval.

Suggested vendors for background checks are inteligator.com and castlebranch.com.

Suggested vendors for Tenant User Liability Insurance (TULIP) are onebeaconentertainment.com [facility/venue ID code: 0501-889]. See additional information at cityofcreedmoor.org/TULIP, kandkinsurance.com and <https://tulip.ajgrms.com>.

Renter is not permitted to gain access to the facility until the day and start time listed and must vacate the facility by the end time listed on the agreement.

Each separate rental will require a new rental application.

D. Reschedule Policy

One (1) change to the reservation date with at least seven (7) calendar days' advanced notice is permitted.

VI. BC ROBERTS MULTI-PURPOSE FIELD RENTALS

Note: The following multi-purpose field rental rules and regulations apply in addition to facility rules and regulations set forth in Sections II & III.

A. Cancellations, Refunds, and Reschedules

If the renter cancels ***more than 30 calendar days prior to the event date***, all fees except the application fee are refundable.

If the renter cancels ***less than 30 calendar days prior to the event date***, all monies used to confirm the rental are forfeited.

If the renter or renter's representatives ***fail to comply with all submission requirements within 15 calendar days prior to the event date***, the rental will be cancelled, and all monies used to confirm the rental will be forfeited.

Renters who cancel ***less than 7 calendar days prior to the event date due to inclement weather*** may opt for a one-time reschedule of their event subject to the following conditions:

1. Renter provides written notification of the need to reschedule;
2. Renter confirms a reschedule date within thirty (30) calendar days of the written notification;
3. Renter has not previously rescheduled the same event (i.e., one reschedule per event); AND
4. If the renter fails to cancel an event within 30 calendar days of the original event date and a satisfactory reschedule date is not available, all monies used to confirm the rental will be forfeited.

City officials reserve the right to cancel an approved request or revoke the right to use the facility to any group or individual when (a) said group or individual has shown disregard for the Facility Rules and Regulations, if cancelled under this category, renter forfeits all monies paid; (b) it is deemed necessary for the concern of the health, safety, and welfare of the renter, guests, or the general public; or (c) it is determined to be in the best interest of the Creedmoor Community Center.

B. Clean-Up

The renter must return all equipment and materials to their designated storage area(s), pick-up all trash/litter and place in receptacles, check for fire hazards, clean the concession stand if used (wipe counters, sweep floor, clean bathrooms, check for running water in toilets/sinks, turn off lights, and secure doors/windows).

All trash must be collected and properly disposed. **Failure to do so will result in the city procuring trash services and assessing the fee to the responsible party.**

C. Field Conditions

The field may not be used if it is deemed by the city to be too soft or wet. If activity is reported, the trespassing party will be charged for the cost of repairs and may forfeit future privileges to use the field.

D. Field Lighting

Field lighting is available for an additional fee.

E. Portable Tents, Shade Structures, and Canopies

All tents must be equipped with appropriate tie downs (not staked).

All large-size tents must comply with Granville County Fire Marshall requirements based on size, type, and location. Renter is responsible for securing all necessary permits.

F. Rental Process

All renters are required to complete a Rental Form to reserve the facility. Renter must be at least 21 years of age to secure a reservation.

Rental fees must be submitted along with the Rental Form and are non-refundable.

Reservations may be made up to six (6) months in advance of the desired use date on a first-come, first-served basis.

Groups offering sports or other programs to the public whose participants are minor-aged children (aged 17 and under) and/or are charging a fee for participation will be required to conduct background checks through an official agency on all coaches/counselors/chaperones and to provide proof of liability insurance listing the City of Creedmoor prior to final approval.

Suggested vendors for background checks are inteligator.com and castlebranch.com.

Suggested vendors for Tenant User Liability Insurance (TULIP) are onebeaconentertainment.com [facility/venue ID code: 0501-889], kandkinsurance.com and <https://tulip.ajgrms.com>. See additional information at cityofcreedmoor.org/TULIP.

Renter is not permitted to gain access to the facility until the day and start time listed and must vacate the facility by the end time listed on the agreement.

Each separate rental will require a new rental application.

G. Restrooms

Outdoor restroom access is not guaranteed for multi-purpose field rental.