



PUBLIC FACILITY RENTAL POLICIES & REGULATIONS

Town owned facilities are intended for the use and benefit of community members and organizations. It is the purpose of the Town of Pilot Mountain Board of Commissioners to ensure that all public gatherings held on public property is safe for the community and those who are directly participating in the event.

Programs sponsored or jointly sponsored by the Town of Pilot Mountain have priority over other uses. Certain time periods may be reserved on a regular basis for town programs, meetings, and or use. Organizations and individuals may use facilities subject to the regulation of these policies.

Hours of Use: All facilities are available for rental between the hours of 6:00 am and 10:00 pm. Rentals are scheduled in three (3) hour blocks unless otherwise noted.

Reservations:

1. The Town of Pilot Mountain shall maintain a calendar of scheduled uses of Town facilities at Town Hall. Reservations are accepted at Town Hall on a first come first served basis. Therefore, reservations should be made as much in advance of the meeting as possible. A reservation will not be considered complete until a completed application is returned to Town Hall and deposit and fees (if applicable) are paid.
2. No group or individual may schedule regular meetings, either on a weekly or monthly basis that could deprive other groups or individuals of the use of the room. No group or individual may schedule more than 2 meetings per week. Regular meetings or use of facilities to conduct a business activity or to derive a financial gain or profit is strictly prohibited. Prior approval of the Town Manager or their designee is required for fundraising events and granted on a case by case basis.
3. Reservations for any facility may be denied if a use is deemed inappropriate, excessive, or if an individual or organization has violated the Town of Pilot Mountain Rental Policies and Regulations previously. Town staff is authorized to deny anyone the use of the facilities if he/she believes that use might cause damage to the building, cause a disturbance, or violate any federal, state, or local laws or policies.

Cancellation: Notice of cancellation of a reservation must be received at Town Hall at least forty-eight (48) hours or two (2) business days prior to the reserved date of use to facilitate a full refund of a deposit and/or rental fee. Failure to comply with this cancellation policy will result in forfeiture of deposit and rental fees. If the reservation is for an outdoor facility and cancellation is due to inclement weather the event may be rescheduled at no additional charge.

Deposit: The return of any deposit paid is contingent upon favorable inspection by town staff after use of the facility rented. A security deposit refund will be processed within three (3) weeks after and inspection and be issued in the form a check payable to the person or organization that paid the deposit. **The deposit is required at the time of reservation.** Deposit will be refunded if the facility is left in a clean and orderly manner as determined by the Town and utilized in accordance with the Rental Policy and Regulations.

Rental Rates: All rental rates for the use of Town facilities are in three hour blocks of time unless otherwise noted. Rates shall be fixed by the Pilot Mountain Town Council annually with a fee schedule and may be reviewed and amended from time to time. There will be no discount for all day use or "partial block" use. Any facility must be returned to its original condition and vacated prior to expiration of rental time block(s) or be subject to additional fees. Rate charges are based on person/organization making reservation and paying deposit or rental fee being resident or non-resident of the Town of Pilot Mountain. Non-Resident indicates rate is charged if person or organization making reservation and/or paying deposit and/or rental fee is not a resident of the Town of Pilot Mountain.

General Rules & Responsibilities (Applicable to all facilities): The rules governing the use of all Town facilities are listed below. The Town may modify such rules as needed at any time. All applicants are to follow the instructions of the Town and its authorized representatives when utilizing Town facilities.

Applicant assumes responsibility for any and all claims, damage, accidents arising out of his or her use of the facility, and further agrees to indemnify and hold harmless the Town of Pilot Mountain from any such actions and damages. The applicant understands and agrees that the Town of Pilot Mountain is not responsible for accident, injury or lost or damaged property resulting from the use of occupancy of any town-owned property.

1. Applicant is responsible for all set up and breakdown. Limited Town furnishings may be used. Applicant may provide furnishings within the reserved hours of use. Town furnishings must be returned to the original set-up by the Applicant at the end of the reservation period. The person responsible for the facility, as stated on the Application, is responsible for any and all damages to the facility while his or her group is in the facility. If any part of the facility is damaged by any subcontractor, employee, patron, guest or any other person admitted to the facility by the Applicant, the Applicant will pay the Town of Pilot Mountain, upon demand, a sum equal to the cost of repairing and restoring the facility.
2. All activities must be under appropriate adult supervision. No child is permitted to use Town facilities without adult supervision.
3. All vehicles must be parked in designated areas only. Absolutely no vehicles allowed on the grass or landscaped areas.
4. The following items and activities are prohibited:
 - Alcoholic beverages, drugs, tobacco products anywhere on the premises.
 - Weapons of any kind, with the exception of law enforcement officers in execution of their duties
 - No fans, portable heaters, smoke machines or dry ice
 - No glass containers
 - The use of open flames
 - Gambling
5. Only animals used in facilitating the needs of people with disabilities are allowed inside facilities.
6. Groups using the facility shall be responsible for the orderly behavior of those using the facility and must conform to all facility rules and regulations.
7. **Clean up of Rental Space:** Pilot Mountain staff will accompany the renter on a visual walk through on the status of the building. Any damage, defects or other problems identified during the use of a facility should be reported to Town Hall as soon as possible. The following items are REQUIRED as part of the clean-up procedure. Some items may not be applicable depending on the facility used.
 - Place trash in trash receptacles.
 - All decorations and remnants must be removed.
 - Replace all furniture to its original location.
 - Turn out all the lights, lock doors, and return any keys
 - Failure to clean up and/or evidence of damage to the facility will result in forfeiture of deposit or assessment of fees to cover restoration costs.