

COMMUNITY BUILDING RULES

- To reserve a building, a person must be 18 years of age or older. This person must be present during the use of the building.
- A \$50 security deposit is required for all functions. Additional charges will be determined at the time of reservation. The deposit fee charged will be returned, in full, to the renter/user unless
 - 1)the county determines the facility has been damaged
 - 2)special services (cleaning, equipment maintenance, etc.) are required as a result of use or
 - 3) the event is cancelled by the sponsor (s) with less than two working days (Monday through Friday, excluding holidays) notification to the Parks and Recreation Department. Please see fees.
- There is a charge of \$25 for all returned checks.
- Applications and fees for reservations must be turned in at the Brunswick County Parks and Recreation Department between 8:30 am and 5:00 pm, Monday through Friday. Reservations are confirmed only after the signed, completed reservation form, security deposit, and fees are received in the Brunswick County office. Reservations will be accepted upon availability and held for 14 days from the date originally made. Total fees and deposit will be returned if reservation is cancelled at least 30 days in advance.
- Illegal drugs, gambling, solicitation, or alcoholic beverages are NOT permitted.
- Building facilities are rented/available for us AS IS. Each renter/user is responsible for any and all arrangements, activity supervision, well being, and orderly conduct of all persons involved with set up, equipment, etc., relating to the event, program or activity
- Smoking is NOT permitted in any part of the building.
- Banners, tents, or concession operations are not permitted without prior approval from the director of Parks and Recreation Department.
- No decorations shall be attached to walls, ceiling, or floors without approval of the director of the parks and Recreation Department. No permanent changes are allowed to the facility. No bolts, screws, or nails shall be placed on the walls, floors, or any fixture, indoor or out.

- Renter/user is responsible for abiding by, and limiting admittance (participation) to, room capacity established by the county.
- The 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 user. Clean-up is the responsibility of the user.
- Renter/user will indemnify and hold Brunswick County free and harmless from any and all liability on account of injury to any person (s) or damage to any property (i.e) growing out of, or directly or indirectly resulting from, any activity sponsored or conducted by the renter/user.
- Buildings are available for use from 9:00 am until 10:00pm.
- Renter/user is responsible for reserving the required time to adequately set up for, and clean up after, the event when stating total time of reservation.
- Flagrant misuse of building will result in forfeiture of future reservation privileges.
- Payment must be made by cash or money order if request is submitted within two weeks of reservation.

If you have any questions or concerns, please contact the Parks and Recreation office at 910-253-2670 or 800 222-4790. All correspondence should be directed to Chris Harden or email charden@brunsco.net