



Rules Governing the use of Town Operated Facilities

The rules governing the use of Town facilities are listed below. The Town may modify such rules as needed at any time.

1. The facility is to be used for activities of an educational, recreational, civic and cultural nature – no sales or fundraising is allowed.
2. No reservations will be made on a repetitive (recurring) basis.
3. A new application request must be made for each use no more than three months in advance of a requested date and no less than two work weeks before a requested date.
4. The Applicant is granted limited access to the facility and should note that only certain approved doors may be used for entering and exiting. All activities must be under appropriate adult supervision.
5. 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. The Applicant shall protect all floors when moving furniture and/or equipment or refund of security deposit may be affected. Town furnishings must be returned to the original set-up by the Applicant at the end of the reservation day.
6. Use of personal property or other equipment may not be brought into the Town Hall building without prior approval of the Town. Any such approved items are to be removed by the Applicant at the end of the contracted time. The Town will not be responsible for remaining Applicant items and Applicant is advised that cleaning or other disposal fees may be deducted from the Applicant's deposit or assessed to the Applicant.
7. Signs, supplies, etc. are to be removed at the end of the contract time.
8. Applicant understands that the use may be affected by inclement weather or at any time the Town determines the facility is not in condition for use. If Town Hall is closed due to inclement weather, the reservation is cancelled as well. A credit, refund or make-up time will be issued as appropriate equal to the amount of time lost only. The Inclement Weather Hotline, 704-896-2460, Ext. 300 may be utilized to determine weather closings at Town Hall.
9. Community Hall may be reserved between the hours of 9:00 am and 5:00 pm, Monday through Friday. After hours use may be reserved between 5:00 pm and 10:00 pm weekdays and 9:00 am and 10:00 pm on selected weekends conditioned upon availability of an approved building security monitoring personnel. No Holiday or Holiday weekend reservations will be made.
10. All vehicles must be parked in designated areas only. Absolutely no vehicles allowed on the grass or landscaped areas.
11. No fans, portable heaters, smoke machines or dry ice allowed.
12. Town operated premises are to be left clean with all litter removed.
13. No alcoholic beverages, drugs or tobacco products are allowed anywhere on the premises.
14. Weapons of any kind are prohibited, with the exception of law enforcement officers in execution of their duties.
15. The use of open flames is prohibited.
16. Gambling is prohibited.
17. Applicants shall not discriminate against any person on the basis of sex, national origin, race, ethnic background, color, religion, age or disability in any of its programs or activities (except where discrimination is appropriate and permitted by law, e.g. age restrictions on participants).
18. Only animals used in facilitating the needs of people with disabilities are allowed inside the premises.



19. The Applicant shall leave the Town premises promptly when the contracted time has expired. The Applicant will incur additional charges if documented use occurs before or after the contracted time and may be prohibited from using such facilities again.
20. Facility rental includes only the specified room and its furnishings specified on the Application with the exception of restrooms. Other areas of the building, furnishings and outside grounds are not included in the rental agreement. If outside grounds or parking areas are affected by Applicant's use, charges will be assessed for cleaning and disposal of litter.
21. The Applicant shall not adhere tape or drive nails, tacks, or screws into the floors, walls, ceilings, or furniture of Town-reserved facilities or Town property.
22. The Applicant shall not paint, wallpaper, mark or deface any reserved facilities or Town property.
23. The Applicant shall not wire or connect electrical equipment such as stage lighting equipment, or adjust the heat or air conditioning controls.
24. Audio/Visual equipment is not provided through the Town.
25. 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.
26. A police officer may be required but at a minimum, an authorized building security monitor shall be in attendance for the entirety of any after-hours or weekend rental period.
27. **Clean up of Rental Space:** The following items are REQUIRED as part of the clean-up procedure. Some items may not be applicable depending on the room used.
 - a. Place trash in trash receptacles.
 - b. Floors must be swept clean and all debris removed from the facility.
 - c. All decorations and remnants must be removed.
 - d. Replace all furniture to its original location.
 - e. 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.
28. All Applicants are to follow the instructions of the Town and its authorized representative when utilizing Town facilities.
29. 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 Cornelius, upon demand, a sum equal to the cost of repairing and restoring the facility.
30. 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 Cornelius from any such actions and damages.
31. Any person/group violating any of the above General Provisions is subject to suspension from use of the facility and prosecution in the event of a law enforcement violation, as provided in the "Code of Ordinances" of the Town of Cornelius.