

COMMUNITY CENTER RENTAL POLICY

<u>Facility</u>	<u>Inside Rates</u>	<u>Outside Rates</u>
Cafeteria Only Meetings (no food) 8 am to 5 pm M-F	\$10.00 per hr.	\$20.00 per hr.
Daily Outdoor Event (Non Commercial) (with rest rooms)	\$100.00 per day	\$150.00 per day
Pavilion Reservation Fee (Non Commercial) (non profit group, club)	\$10.00 per hr.	\$20.00 per hr.

- All reservations are on a first come basis.
- Due to this being a Maggie Valley Community Center, the inside rate will apply to those residents that reside within the corporate limits only. Outside rate applies to all others.
- Full payment is due with the completed signed application and hold harmless agreement.
- Hourly rental- 1 hour prior to event will be allowed for set up. 1 hour after the event will be allowed for cleanup at no charge.
- Reservation fee is refundable if cancelled at least 30 days prior to scheduled event date.
- No group or organization will be allowed to cook in the kitchen or pavilion snack bar with the exception of the Maggie Valley Civic Association. All foods must be prepared off sight and Town facilities used for serving, warming or catering only.
- The pavilion and cafeteria are rented on a one (1) day only basis other than large special events with the exception of the annual Quilt Show, Kid's Shopping Spree and Green's Fair.
- Large special events are limited to Saturday, Sunday and holidays with set up allowed after 5:00 p.m. the day before the event to prevent inconvenience and disruption to Town Hall, Senior Center, and Library.
- Any Group sponsoring an event that requires clean up, extra supplies or extra garbage service will be asked to pay a "service fee" based on actual cost of service and supplies.
- The Pavilion doors must remain open at all times except in inclement weather only. They must be opened immediately after each event. Overnight closing of pavilion is allowed by advanced permission only.
- Regular Community events or activities to be conducted on a regular basis (daily, weekly, etc.) shall be for the direct benefit of the community and its citizens. Types of activity include the Senior Nutrition program, GED programs, Community College Classes, etc. These activities will be conducted on a contractual basis. Any fees charged will be nominal in nature and will be used to help defray additional costs for utilities and clean up.
- **NO DRUGS OR ALCOHOLIC BEVERAGES OF ANY KIND SHALL BE PERMITTED ON THE COMMUNITY CENTER PREMISES**
- No loud music or noise that would disturb the serenity of the surrounding neighborhoods will be allowed.
- No cursing or bad language inside or outside of the Community Center or the pavilion.

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- No smoking is allowed inside the Community Center or the pavilion.
- No fireworks of any kind may be set off in or outside of the Community Center or the pavilion.
- The Tables and chairs may be re-arranged to fit your needs for your event, but must be returned to their original places at the end of your event. Please do not remove tables and chairs from the Community Center or the pavilion.
- All trash must be removed and deposited in the dumpster behind the Community Center.
- Please turn off all lights at the end of your event.

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**USE OF PINS, NAILS, TACKS, TAPE AND OTHER SIMILAR MATERIALS ON  
WALLS OR OTHER BUILDING SURFACES IS STRICTLY PROHIBITED.**  
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#### CLEAN UP

All renters are expected to leave the premises in substantially the same condition in which they found it. All debris and trash is to be placed in receptacles, all equipment is to be returned to its original location and in good condition, all tables, chairs, and floors are to be free of trash, debris, foods and spills.

A deposit of \$200.00 will be assessed to insure the facility is cleaned after your event. This deposit will be returned if the facility is left clean.

**The Town of Maggie Valley will make every effort to provide a clean facility for your enjoyment, but due to the pavilion being a non-secured public facility the Town cannot be responsible for the condition of the pavilion outside regular office hours.**