

ADDENDUM F. WESTERN PARK COMMUNITY CENTER**I. AVAILABILITY**

- A.** Reservations are required in order to use Western Park Community Center. The building, or portions of, may be reserved Monday through Saturday from 8:00am to 10:00pm, except for County holidays. Hours of operation subject to change; contact center for information.
- B.** Only County functions will be allowed during non-reservation hours.
- C.** All reservations for regular meetings and/or special events require an agreement, whether made by an individual, profit or non-profit organization, civic or church group, County department other than Parks and Recreation, NC State or federal agency.
- D.** The Center is closed during County-observed holidays.

II. DEFINITIONS FOR PURPOSES OF THESE POLICIES AND PROCEDURES

- A. Individual** Use of facilities by an individual in order to hold a function involving others including groups, associations, clubs, etc. Unless the Carteret County Parks and Recreation (CCPR) Department (CCPR) sponsors such use, the contracting individual will be treated as a profit-making entity.
- B. Profit Organization** Any organization that does not qualify as a non-profit organization as set forth in the definition below.
- C. Non-Profit Organization** Any non-profit organization must present a written copy of their Internal Revenue Service (IRS) designation as a 501(c) 3 exemption or similar entity to the WPCC Supervisor. .
- D. Co-Sponsorship** To sponsor a program with the CCPR Department. The sponsored program has to be open for all County citizens. Fees will be negotiable.
- E. Instructional Program or “Class”** An instructional program or class must have the following properties: a start and an end date, at least 50% new participants each class session, new material offered, and participants should end each class with a completed project or goal. Any instructional program or class that does not have these properties will be considered a club or group.
 - 1. Individuals, groups or other agencies offering instructional programs or classes that are “open to the public”, are required to fill out an “Instructor’s Contract”. For Instructor’s contract, contact County Parks and Recreation’s Programs Supervisor at 808-4067.
 - 2. Special Consideration: A system of free or reduced rates shall be available to the following:
 - a. Residents, who by virtue of a permanent handicap, are financially disabled or restricted in wage earning power;
 - b. Senior citizens, who by virtue of their age, may be living on a limited or reduced income;
 - c. Programs sponsored by organizations for the physically and/or mentally disabled.
 - d. Upon application, County residents who meet the general makeup stated above may be granted the privilege of free or reduced rates; however, applicants must produce proof of disability and financial need.

ADDENDUM F. WESTERN PARK COMMUNITY CENTER**III. PRIORITY OF RESERVATIONS**

- A.** Carteret County Parks and Recreation. The CCPR Department reserves the right to reschedule or relocate an organization or group at its discretion. When there is a need to reschedule or relocate, the organization or group will be notified in advance.
- B.** Carteret County based non-profit, civic groups, community-serving functions.
- C.** Private, non-profit and/or functions sponsored by and involving those who do not reside in Carteret County or are not Carteret County taxpayers.

IV. RULES GOVERNING COMMUNITY CENTER USE

- A.** In order to reserve the Community Center, a person must be 21 years of age or older.
- B.** Profit-making or commercial events will not be permitted in this facility.
- C.** Charitable, non-profit, community-serving organizations wishing to conduct an event at the Center and/or property for the purpose of raising funds will need to fill out Addendum G. Special Events-Tournaments Request form. Form may be obtained by calling the center at 252-222-5836, or on the CCPR website: www.ccparksrec.com.
- D.** The County reserves the right to require police/security for functions as deemed appropriate. Renter/User is responsible for arranging and funding police/security.
- E.** No money, whether check or cash, is held at the WPCC. There is a charge of \$25.00 for any check returned for insufficient funds.
- F.** Renter/user must complete a "**Western Park Community Center Rental Application/Agreement**" (copy attached to these policies and procedures.) A copy may also be obtained by calling the center at 252-222-5836, or on the CCPR website: www.ccparksrec.com.
- G.** The application and fees for a reservation must be received at least two (2) weeks prior to the event. Reservation will not be accepted without fee. FEE APPLIED
- H.** Facility is rented/available for use as is. Each renter/user group is responsible for any and all arrangements, activity supervision, well-being and orderly conduct of all persons involved with event, set ups, equipment, etc., relating to the event, program or activity. WPCC staff will provide only basic set up of tables and chairs.
- I.** Political/Partisan Advertising
 - 1. As formally adopted by the Carteret County Board of Commissioners on March 6, 2006, the policies below apply to any activities taking place on property owned or leased by Carteret County Parks and Recreation:
 - 2. No political advertising shall normally be permitted at any county facilities or on any county property. This restriction includes any political advertisements attached to County vehicles. It includes all paid forms of advertising, as well as any similar forms of political advertising placed on County property at no charge to the County. The same restrictions apply for affiliated and unaffiliated candidates for public office, any partisan form of advertising concerning any candidates for public office, all advertising by political parties,

ADDENDUM F. WESTERN PARK COMMUNITY CENTER

and any political advertising for public issues by various formal or informal public advocacy groups.

3. This policy provides for normal exemptions for political "advertising" by candidates and their advocate supporters and public advocacy groups during scheduled political rallies or media events which are approved by the County Manager to be conducted on County property. Such approval should normally be given, subject to resolving reasonable scheduling conflicts. However, for such permitted instances, political advertising shall not be permitted to remain on County premises after permitted activities are concluded. County employees are authorized to remove political advertising from County property when it does not coincide with permitted activities.
 4. Restrictions on political advertising do not include bumper stickers or signage on private vehicles legally parked on County property. No restrictions are intended for the private vehicles of County employees.
- J.** No gambling is permitted.
- K.** No solicitation is permitted.
- L.** It is unlawful for any person in any park facility to possess alcoholic beverages and/or be under the influence of alcoholic beverages or be disruptive by virtue of such use. County Parks and Recreation cites Carteret County Code of Ordinances, Article I., In General, Section 11-1, Possession, consumption of alcoholic beverages in public, "It shall be unlawful for any person to possess, display or consume alcoholic beverages of any kind, including but not limited to, whiskey, liquor, beer, wine, or other alcoholic beverages while on any county property used as a park or recreational area located within the county".
- M.** Smoking is prohibited in the building.
- N.** Children must be supervised at all times.
- O.** Pets
1. Pets are allowed in the park only when leashed or present as part of a class sponsored by the County. Pet owners are required to pick up and dispose of their pet's waste.
 2. Service animals are not, for the purpose of this policy, considered pets and are permitted all access to parks and/or facilities. Owners of service animals are expected to pick up and remove from park property all waste deposited by their animal.
 3. Unleashed pets, with the exception of those in County sponsored classes and service pets, are considered an "at large" pet, regardless of the status of its identification tags, rabies tabs, or leash, as per Carteret County Code of Ordinances, Section 3.3. At large, which states: "It shall be unlawful for any owner or keeper of a dog or cat to allow it to run at large in the county. It shall be unlawful for any owner or keeper of a dog or cat to allow it to run off the premises of its owner or keeper. Hunting dogs shall be exempt from the provisions of this section, while engaged in hunting, as long as they are under the supervision of the owner or keeper and the hunting dog is trained to return to the owner or keeper upon call. Hunting dogs are required to display rabies tags and identification on the collar." (Amend. Of 9-11-95(1), §III.

ADDENDUM F. WESTERN PARK COMMUNITY CENTER

4. County Parks and Recreation personnel are directed to request that individuals with “at large” pets leave the park and to call the animal control officer to pick up said pet if the request is not complied with.

P. Park only in designated areas.

Q. No tampering with plants/shrubs.

R. No dumping/littering.

S. No decorations, posters and/or signs shall be affixed to walls or ceilings without approval of the WPCC Supervisor. No permanent changes are allowed to the facility. No bolts, screws or nails shall be placed on the walls, floors or any fixture indoors or out. No banners, tents or concession operations will be allowed without prior approval from the WPCC Supervisor.

T. Renter/user shall abide by and limit admittance/participation according to room capacity as established by County fire codes.

U. Renter/User will indemnify and hold the County free and harmless from any and all liability on account of injury to any person(s) or damage to any property(ies) growing out of or directly or indirectly resulting from any activity sponsored or conducted by the renter/user.

V. It shall be the responsibility of the WPCC Supervisor, with possible involvement of the CCPR Department Director, to give any special interpretation or to make any decision concerning the use of the facilities not covered specifically in this policy or when there is a question concerning the use of the facilities.

W. The County reserves the right to refuse any request for use of the Center based on the concern for health, safety and welfare of the user, invited guests or the general public as well as the protection and security of the building.

X. Person(s) making reservation is responsible for seeing that all CCPR rules and regulations are adhered to. If deviation from the policies causes damage to building/field/park area, the sponsoring person(s)/group(s) shall be held liable.

V. EQUIPMENT, FURNISHINGS OR MATERIALS:

A. No equipment, furnishings or materials other than those customarily in use in or on the rented facility will be provided by the CCPR Department. Prior approval by the WPCC Supervisor and the CCPR Department must be given for use of Center/ Department materials.

B. Renter/User must obtain approval from the WPCC Supervisor to utilize any materials not already present in or on the Center, but intended to be brought in for the group’s usage. All such materials not belonging to the Center/Department should be removed immediately after usage.

VI. RENTER/USER RESPONSIBILITY

A. To visit the Center prior to reservation or use to determine suitability for purpose intended by renter/user.

B. To reserve required time to adequately set up for and clean up after the event, when stating total time of reservation.

ADDENDUM F. WESTERN PARK COMMUNITY CENTER

- C.** To leave Center in same condition as it was found (litter free, clean, equipment put up, etc.).
- D.** To ensure all participants abide by rules, policies and ordinances established for the Center, including rules set forth for specific facilities or outlined within the usage agreement contract, if applicable.

VII. FEE STRUCTURE***See Fee Schedule, Addendum I***

Fees are based on non-profit status and Carteret County residency status.

- *A copy of a group's 501c3 letter may be required.*
- *A "resident" is defined as an individual, organization, or group having a Carteret County address or paying Carteret County taxes.*
- *Proof of Carteret County residency may be required.*
- *In order to claim Carteret residency status an organization or group must be based in Carteret County and have a majority of residents participating in its activities.*
- *The department reserves the right to request a list of participant names and addresses to verify majority as residents.*

NOTE: Extra charges for cleaning, preparation or maintenance may be added at the discretion of the WPCC's Supervisor.

ADDENDUM F. WESTERN PARK COMMUNITY CENTER

WESTERN PARK COMMUNITY CENTER APPLICATION/AGREEMENT

Name of Group/Sponsor: _____

Number in Group: _____

Contact Person: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: (W) _____ (H) _____

Day/Date Requested: _____

Arrival Time: _____ AM/PM Departure Time: _____ AM/PM

Description of Function:

Event Coordinator: _____ Telephone: _____

PLEASE CHECK EQUIPMENT AND ROOMS NECESSARY FOR THIS EVENT:

_____ Chairs _____ (Number)
_____ Tables (6 Foot) _____ (Number)
_____ Card Tables _____ (Number)

_____ Classrooms I & II (dimensions 15' x 26" – each seats 16 people) How many? _____
_____ Large Meeting Room (dimensions 40' x 75' – seats 125 people) How many? _____
_____ Kitchen: Will cooking be a part of your activity? Yes _____ No _____

Comments: _____

SET-UP STYLE: (PLEASE DRAW/WRITE SPECIFIC SET-UP ARRANGEMENT ON ATTACHED PLAN)

