

# Facility Rental Rules & Regulations

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*This document contains guidance for use of both building spaces and picnic shelters by the public.*

### RESERVATIONS

1. The person who makes the reservation is fully responsible for the actions of their attendees and any damages that occur as a result of their event. This includes the building, the equipment and the landscaping. All communication regarding your rental will be done exclusively with the person who made the reservation.
2. Available dates can be determined by reviewing the calendar located at <https://bsl.recdesk.com>
3. Advance reservations are required for the use of the Community Center Meeting Rooms (The Lakes Room and The Carolina Room). Advance reservations are encouraged for all picnic shelters to guarantee your use of the shelter.
4. For rentals of the Community Center Lakes Room, a \$100.00 refundable security & damage deposit is required at the time of reservation.
5. A fee equal to 50% of the rental cost is due no later than 8 weeks prior to your event. The final payment must be received no later than 2 weeks before your event.
6. Reservations made within two weeks of your event date will require payment in full at time of the reservation.
7. Cancellations: 100% refund less a \$10.00 administrative fee will be given if cancelled 2 weeks or more before the event. 75% refund will be given if cancelled 7-14 days before the event. Cancellations with less than a week's notice are not refundable, but may be transferred with the Director's approval.
8. The City of Boiling Spring Lakes will return your deposit within 30 days of your event if there are no issues. If there are issues, the City will keep the deposit and if necessary, invoice the renter for any damages that exceed the deposit.
9. Hours available for rent are 7am - midnight. You must be cleaned up and vacate the property by midnight.
10. Organizations that have verified 501c3 status are eligible for reduced rates. Contact the office for pricing.
11. The City of Boiling Spring Lakes reserves the right to reject any request for use of a city facility.

### RULES

1. To ensure the safety of your guests and address any concerns or issues, a city staff member will be present during the hours of your event.
2. Noise Ordinance - The Community Center is located within a residential area and all functions must be conducted in an orderly fashion, considerate of neighbors, and conform to all City ordinances. Loud and disorderly conduct is not permitted. Outside music or activities must stop at sunset.
3. Alcoholic Beverages - Alcoholic beverages may only be served at an event on City property if the renter follows the "Alcoholic Beverage Guidelines". It also requires an off-duty officer to be present at a cost of \$35.00 per hour (3 hour minimum). For additional information see the Alcoholic Beverage Guidelines document.
4. Parking - Parking is provided in the paved parking lot only. Do not park along the entry roadways. If additional parking is required you can make arrangements through the Department Director.
5. Smoking - Per City Ordinance, all tobacco and vaping products are prohibited within 50 feet of a facility entry. You must remain in designated smoking areas and be certain to use furnished urns for disposal. You must police the area for discarded butts before leaving the facility or you may be charged a clean-up fee.
6. Decorating - You are not allowed to use scotch tape, clear tape, masking tape, duct tape or packing tape on the facility windows, walls, doors, or ceiling. You are also not allowed to use nails, tacks, or staples on the windows, walls, door, or ceiling. Painters tape, which can be removed without damage to the surface, is the only permitted method allowed for decorating.

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7. Decorating - Confetti and glitter are prohibited. If found, you will be charged an additional clean-up fee.
8. Decorating - Lighted candles are only permitted if they are FULLY enclosed in glass (mason jar, vase, etc.).
9. Kitchen - The kitchen is for warming & serving only, it is not a prepping or cooking kitchen. A warming unit is available for use and a very small amount of refrigerator space is available. Due to limited electrical service, if you wish to bring other catering equipment in (warmers, refrigerator, buffets, etc.) you must get them approved by the Director at least 7 days prior to your event.
10. Cleaning - Hourly Rentals - The renter is responsible for returning the room back to the way it was upon arrival. There is an additional cleaning fee required if the event involves any food or beverages.
11. Cleaning - 4 or 8 Hours - Please review the Rental Cleaning Responsibilities. Cleaning fees will be added to your fee. You will only receive a bill if there are damages or missing equipment.
12. Equipment Use - Tables and chairs are permitted to be used inside the building or outside the building on paved areas only. All tables and chairs must be brought inside at the conclusion of your event. Tables must be covered when food and drinks are being served. Table coverings are the renter's responsibility.
13. Equipment Use - Use of the audio & visual systems require an additional fee and may only be operated by City staff who are on duty.
14. Equipment Use - Tables, chairs, tents, inflatables, and equipment rented from an outside source must be removed from the premises by 9:00 am the following business day or you will be charged for removal. **The City and its employees are not responsible for any items rented or used from an outside source. Placement of tents or inflatables require advance City approval to prevent damage.**
15. CHILDREN MUST BE SUPERVISED AT ALL TIMES.
16. **The City of Boiling Spring Lakes assumes no liability for injury or damage to person or personal property, including but not limited to, vehicles parked on City property.**
17. Failure to adhere to the rules & regulations detailed herein may result in immediate termination of your event, forfeiture of all fees paid, and denial for future use.