

Rules and Regulations Governing City Owned Indoor Facilities and Rooms

City Council Approved 06.13.05

1. To secure a date for any event to be held at a City owned facility, a written reservation application must be completed and approved by the City Manager or his designee. Reservations are confirmed on a first come first served basis, up to one year in advance. Only the facilities or room(s) paid for and confirmed through reservation may be used. A separate reservation form must accompany each request for use. Recurring reservations are permitted for a period of time not to exceed three months from the date of initial use.
2. A contract is confirmed when lessee pays a nonrefundable 50% of the total rent and equipment fees and 100% of the security deposit. Lessee is required to pay the remaining 50% balance of rental fee and equipment fees 14 days prior to use of the facility. If lessee does not pay all fees in full, the contract becomes invalid. A \$100.00 security deposit is required for all meetings and a \$200.00 security deposit for all parties, receptions and banquets.
3. Cancellations made with at least 7 days notice are entitled to the full security deposit refund. Any cancellation made after the room is set up results in forfeiture of all monies, both rent and security deposit. Any change request to original room set up after the room is set results in forfeiture of 50% of the security deposit. The City will process refunds for security deposits immediately following the event and return a full deposit by the next available check date (Tuesday or Thursday) but not later than 30 days after use of the facility, provided guidelines have been adhered to and no damage results from use of the facility.

Note – Security deposits shall be deposited into the City of Kannapolis General Fund. Security deposits are refundable unless event extends beyond reserved area; facility or equipment is damaged; fights, vandalism, or improper conduct occur; the facility is not left clean; or police assistance is required. Excessive cleaning by the City includes any cleanup beyond basic sweeping, vacuuming, and mopping after the event and will be charged at an hourly rate of \$30.

Note - A \$25.00 fee shall be required on all returned checks as allowed by N.C.G.S. 25-3-506.

5. When more than one organization or person submits a completed application and pays the deposit at the same time for the same facility or room(s) and it cannot be reasonably determined who applied first, the following order of preference will be followed:

Order of Priority:

1. City of Kannapolis Functions
2. City of Kannapolis Resident
3. Kannapolis-based Non-profit Organization
4. Kannapolis-based For-profit Organization
5. Non-resident of Kannapolis City
6. Non-Kannapolis-based Non-profit Organization
7. Non-Kannapolis-based For-profit Organization

If in the event it is still undetermined who has first priority, all requests shall be placed in a hat and drawn, with the first selected having first choice and so on.

6. Leasing fees include utilities, normal maintenance and use of chairs and tables (when available). When they are not available, the lessee shall provide additional chairs and tables as needed. The leasing party shall acquire departmental approval *before* bringing additional equipment into a facility. All equipment shall be listed on the lease application. A staff person must be present during set-up of equipment.

Rules and Regulations Governing City Owned Indoor Facilities and Rooms

City Council Approved 06.13.05

7. Lessee should furnish all meal related equipment. Catering kitchen facilities are not for preparing food for sale. Please note there shall be NO use of any kitchen unless rented. This includes coffee maker, ice machine, etc. (Refer to list of facilities and rooms available for rent.)
8. Lessee shall restore all City owned equipment used to its proper order. Lessee and/or their caterers are responsible for removing all food, trash, etc., from the leased space and depositing of it in the canisters provided. The damage deposit will not be refunded if this rule is violated.
9. A City of Kannapolis staff person must be on duty when the facility is in use. Staff shall have access to all leased areas to carry out their duties.
10. Parents or guardians must sign the reservation form on behalf of any lessee under 21 years of age. Anyone under 21 years of age and youth groups requesting the use of the facility must ensure an adult chaperone ratio of one adult per 10 minor children, (less than 18 years of age). Lessee shall be responsible for the orderly behavior of their guests using the facility and must conform to all departmental policies, facility and City rules and regulations.
11. Lessee shall be responsible for all claims, damage or accidents occurring in any part of the facility damaged by any act, omission, default, subcontractor, employees, patrons, guests admitted to facility by lessee, or negligence of the lessee. Lessee will pay the City in cash, upon demand, a sum equal to the cost of repairing and restoring the facility to its condition as of the commencement of this lease; or, at the option of and with the approval of the City, will make such restoration and repairs at their own expense. Lessee agrees to indemnify and hold harmless the City and the Parks and Recreation Department from any such actions and damages. Furthermore, the City shall have no responsibility for injuries to any persons using the facility or to any vehicles parked outdoors.
12. Leasing party will observe and obey all the laws of the United States and the state of North Carolina; all applicable ordinances of the City of Kannapolis and Cabarrus or Rowan Counties; all rules, regulations and requirements of the Cabarrus or Rowan County Health Department; the City of Kannapolis Police and Fire Departments and other municipal authorities of the City. Lessee will obtain and provide proof of all licenses, permits, and union and trade organization clearances required by any public body or by contract at their own expense.
13. The following require approval of the City Manager or his designee:
 1. Charging for admission, selling tickets, or taking subscriptions or collections.
 2. Dances or bands -- sound level shall comply with the City's noise ordinance and sound amplification permit requirements.
 3. Selling or offering of merchandise.
 4. Serving of alcoholic beverages with approval and permits when necessary according to state and federal laws. All alcohol must be delivered to and removed from the premises during the hours reserved by lessee.
14. A police officer may be required at an activity when deemed necessary by the City Manager or his designee. Any monetary compensation required for such service shall be the responsibility of the leasing party.
15. Lessee group activities may not interfere with regularly scheduled Parks and Recreation programs.

Rules and Regulations Governing City Owned Indoor Facilities and Rooms

City Council Approved 06.13.05

16. The City Manager or his designee reserves the right to cancel any activity in case of extreme necessity and has final authority in scheduling decisions, including the right to deny use of any facility where such use is not in the City's best interest. In the event of cancellation, deposit refunds will be considered on a case-by-case basis.
17. The City of Kannapolis reserves the right to interrupt, terminate, or cancel an event when in the judgment of the City Manager, his designee, the Chief of Police or Fire Chief, such action is necessary in the interests of public safety and/or the user is in violation of this policy. User waives any claims for damages or compensation should the event be interrupted, terminated or canceled.
18. The City of Kannapolis is not responsible for any lost or stolen property while the facility is in use.
19. All activities must cease and the facility vacated by 12 AM unless previously approved by the City Manager or his designee.
20. Sunday events must commence after 1PM unless previously approved by the City Manager or his designee.
21. Any person or group violating any rules is subject to suspension from the facility and prosecution under the law, where appropriate, and forfeiture of their security deposit and associated fees. Flagrant misuse of facilities will result in the forfeiture of future reservations.
22. Advertising/promotion of events, meetings, programs, etc., for which space within a facility has been reserved, must clearly state the sponsor of the event, a local contact person and a telephone number. Promotional materials, press releases, etc., must be worded so it is clear to the general public the event is not sponsored by the City of Kannapolis. Non-compliance with this policy may lead to immediate cancellation of the event and forfeiture of rental fees and deposit paid.
23. No flyers, banners or event information may be posted outside the building advertising events within the facility, except as permitted by the City's sign ordinance and with approval of the City Manager or his designee.
24. Miscellaneous Provisions:
 1. The use of any tobacco products is prohibited, except in designated areas.
 2. Bubbles, glitter, birdseed, and rice are prohibited inside the facility. Confetti is permitted inside the facility. Birdseed and bubbles are permitted outside the facility.
 3. Illegal drugs, gambling, vulgar language, or solicitation are prohibited.
 4. Weapons of any kind are prohibited in the facility and on the premises, except those carried by Police or as approved by the City Manager or his designee.
 5. Fireworks or other explosives are prohibited in the facility and on the premises.
 6. Animals are prohibited, except service animals and those approved by the City Manager or his designee.

Rules and Regulations Governing City Owned Indoor Facilities and Rooms

City Council Approved 06.13.05

7. Games of chance are prohibited. This does not apply to games that award prizes when there is no charge for participation. All games require approval by the City Manager or his designee
8. Open flames, decorations that may be flammable or combustible, smoke or fog generating equipment or apparatus are prohibited.
9. Use of the facility by religious groups or organizations as churches or houses of worship for regular services is prohibited.
10. Nails, hooks, tacks, or screws into any part of the facility are prohibited.
11. No items may be stored for any user/group within the facility.
12. No items may be left overnight unless approved by the City Manager or his designee
13. No decorations of any kind shall be attached to walls, floors, ceilings, doors, or doorframes.
14. City owned equipment shall not be removed from the facility.
15. The lessee shall not assign or sublease the space.
16. User shall observe posted room capacities.