

WINDSOR COMMUNITY BUILDING

201 South Queen Street
Windsor, North Carolina

RENTAL USAGE POLICIES

The Windsor Community Building offers a service to the Citizens of Windsor through governmental agencies, civic organizations, family gatherings and church functions. It was designated to serve the people of the Town with activities that provide educational experiences, build better relationships and the make the Town a better community in which to live.

Town Hall staff will schedule the facility for all groups. The following guidelines will govern the use:

1. Usage must be for an acceptable or worthwhile purpose. The building is to be used only for governmental and civic organizations and for family and church functions. Only activities that are considered wholesome and family oriented are allowed at the community building.
2. This building will not be used by any commercial/profitable organizations. No entrance or other fees are to be levied by the user of the building.
3. The usage fee to rent the community building is \$75 per day for Town of Windsor residents and \$150 per day for out-of-town residents. A deposit of \$40 in addition to the usage fee is required. This deposit is refundable upon satisfactory inspection by Town staff of the building for its cleanliness and damage/losses. (Fees effective 1Apr2009). Deposit and usage fees must be paid at time of scheduling. Usage are not refundable if the community building is not used.
4. Size of the group must not exceed **190** persons. (Fire Code Regulation)
5. All activities at the community building must be concluded by 11:00 P.M.
6. No Parking is allowed on the grass.
7. Any activity that might result in structural damage of any part of the facility is prohibited.
8. Do Not drag tables across the floor.
9. Dancing is permitted as long as the floors are not damaged. Tap dancing, clogging, etc. can be done only if appropriate measures are taken to protect the floor. All dancing will be chaperoned by responsible adults only.
10. There will be no consumption of alcoholic beverages at the community building unless the appropriate permits have been obtained and the Chief of Police has been notified in advance.
11. No smoking except outside of the Building.

12. All music and noise must be kept to a reasonable level as determined by the Town of Windsor Noise Ordinance.

13. Responsibilities of User:

- a. The building must be cleaned after each use with special attention to the kitchen and rest rooms. All floors should be swept and mopped and all counter thoroughly cleaned.
 - b. All decorating materials shall be of light weight design (crepe paper, streamers, etc.). No decorating materials shall be attached to wall, ceiling, woodwork, doors or windows by tacks, nails, staples, or tape. Upon conclusion of activities, all decorations shall be removed in their entirety.
 - c. After each use, all tables and chairs shall be taken down and put on carts in the appropriate storage area. All cleaning equipment will also be returned to the proper storage area.
 - d. All interior trash containers will be emptied into the outside containers and lids placed on the containers. The interior trash containers will be thoroughly cleaned and returned to their proper location. (If the outside containers are full, place any excess trash in plastic bags near the outside containers.)
 - e. Before leaving turn off all lights and electrical appliances. During the summer, turn off the air conditioning system and during the winter, put both thermostats on 60 degrees.
 - f. Lock all doors and return the key to the Town Hall the following work day.
 - g. Notify a Town official if a leak is detected, a bathroom is out of order, or anything else that will assist in the upkeep of the building.
 - h. Items removed from the building or any damages occurring during use is the responsibility of the user.
14. Any user not complying with these policies forfeits future use of the building.
15. All functions/activities are subject to be monitored and inspected by the Windsor Police Department at any time.
16. The Town of Windsor assumes no liability for personal injury. The Town of Windsor will not assume responsibility for the behavior or the safety of groups using these facilities. The Town of Windsor will not be responsible for items lost or damaged during or following the use of the building or any damage to any property in the parking lot or elsewhere.