

## 1026 Urban Greenspace Rental Rules & Guidelines

The City of Roanoke Rapids is happy to offer you the 1026 Urban Greenspace at 1026 Roanoke Avenue for special event use. Our goal is to serve you in the most satisfactory manner possible. These rules and guidelines are intended for the safety of the renter, the participants of events, and the facility involved. Please read and comply with these rules and guidelines to ensure that your event is a success and as safe as possible. Thank you.

The 1026 Urban Greenspace can be rented for activities at a flat rate of \$20.00 (resident) and \$40.00 (non-resident) per reservation. This will include the Greenspace only. No bathrooms will be provided.

Payment is due at the time of reservation to secure your date.

1. Rentals are for a minimum of 3 hours.
2. Reservations are taken from 9:00 AM – 5:00 PM Monday through Friday at City Hall. Please email [AThomas@RoanokeRapidsNC.com](mailto:AThomas@RoanokeRapidsNC.com) or call 252-533-2838 for an appointment. Reservations must be requested and approved at least two (2) weeks prior to the date requested and no more than nine (9) months in advance.
3. Reservation bookings for the 1026 Urban Greenspace is available once daily Monday – Friday and only one reservation per weekend (Saturday and Sunday).
4. You must include all the time you need, including decorating and clean up time.
5. Hours available for reservations will include any time rented between 8:00 AM – 12:00 AM.
6. All fees and event layout diagram must be turned in two (2) weeks prior to any event. No changes can be made after this time. Your payment due date is: \_\_\_\_\_. If not paid by this date and we do not hear anything from you to make other arrangements, your event will be **cancelled**.
7. Refund policy for cancellations will be as follows:
  - a. If cancel (2) weeks prior to event, everything but the deposit will be refunded.
  - b. If cancel between (2) weeks prior and (1) week prior to event, 50% will be refunded.
  - c. If you cancel after (1) week prior to event, there will be **no refund**.
8. The City reserves the right to approve/deny any application, depending upon the nature of the request. The center manager has the right to cancel an approved request or revoke the right of use of the 1026 Urban Greenspace to any group when:
  - a. Group shows sufficient disregard for rules and procedures of the Center.
  - b. A special activity or convention conflicts with a scheduled function that meets regularly.
  - c. To undertake needed maintenance or repairs.
9. Applicant must be present until everyone leaves the event. Applicant is responsible for any personal or property damage that is a result of the use of the 1026 Urban Greenspace.
10. It will be the responsibility of the group to provide and setup any tables and chairs that will be used in the 1026 Urban Greenspace.
11. The 1026 Urban Greenspace must be left in the same condition they were found. If left in an unsatisfactory condition, there will be an additional clean-up charge billed to you at a rate of \$10.00 per man hour. Applicant is responsible for clean-up which includes the following:
  - a. Trashcans secured.
  - b. Seating areas wiped off.
  - c. All spills need to be cleaned.
  - d. All paper, bottles and trash cleared from 1026 Urban Greenspace.
12. No property, equipment, etc. shall be taken from the 1026 Urban Greenspace for any reason.
13. Only City staff will have a key to the facility outdoor storage door.

14. Rental applicant may bring in portable bathroom facilities and place in designated parking spots for event at their own expense. Portable bathrooms must be removed from premise within 24 hours of event date.
15. No alcohol will be allowed at facility unless ABC Special Event Permit is approved. All rules and regulations outlined in the ABC Special Event Permit must be enforced and is the responsibility of the rental applicant. The City must have a copy of the ABC permit on file a minimum of two (2) weeks prior to event date.
16. No smoking is allowed.
17. Crepe paper, glitter, rice and birdseed are not allowed. All decorations must be flameproof.
18. Candles can be used but only if enclosed in a globe higher than the candle flame. Battery operated candles are preferred.
19. No decorations shall be attached directly to light fixtures, water feature, artwork or walls. No nails, staples or thumbtacks shall be used.
20. Applicant shall keep, hold harmless and indemnify the City from any and all claims, demands, and causes of action which may be asserted, maintained, or established against the City and/or any of its officers, agents or employees, including but not limited to claims involving death, personal injury, or property damage suffered or claimed to have been suffered by any person, real or artificial, arising out of applicant's use of the 1026 Urban Greenspace or in rendition of any service in connection therewith.
21. Applicants, their agents or employees shall at all times comply with and abide by all ordinances, Federal, State, and Municipal, applying to or affecting the use and occupancy of the facilities.
22. Any disputes arising from applicant's rental or use of the 1026 Urban Greenspace shall be adjudicated according to the Laws of the State of North Carolina and the proper venue for any action arising out of the applicant's rental or use of the 1026 Urban Greenspace shall be in Halifax County Court.
23. Applicant shall not assign their rental of the 1026 Urban Greenspace, nor sub-let or grant any license to use the property or any part thereof without the prior written consent of the City. A consent by the City to one such assignment, sub-letting or license shall not be deemed to be a consent to any subsequent assignment, sub-letting or license. An assignment, sub-letting or license without the prior written consent of the City or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at the City's option, terminate the applicant's rental.
24. Appointments can be made with Staff for viewing the Facility at least 24 hours in advance. Hours for appointments will be determined by staff availability.

BY MY SIGNATURE BELOW, I AGREE THAT I HAVE READ AND UNDERSTOOD THESE RULES AND THAT I WILL COMPLY WITH ALL THEM AS A CONDITION OF MY RENTAL. I ALSO UNDERSTAND AND AGREE THAT MY FINAL PAYMENT MUST BE PAID BY THE ABOVE DUE DATE. IF NOT PAID, I UNDERSTAND THAT MY RENTAL AND/OR EVENT WILL BE CANCELLED.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_