

**NASHVILLE RECREATION CENTER
RULES SUMMARY**

252-459-9796

1. Any person or group desiring to use the recreation center must apply in person at the Nashville Recreation Center. All fees must be paid at the time of booking. **No reservation is made without full payment.** Rental is for a minimum of two (2) hours.
2. An additional \$50.00 deposit is required for all rentals and will be returned if the following requirements are met:
 - a. 2-week notice is given when canceling your event,
 - b. Rental ends at the agreed upon time,
 - c. Cleaning responsibilities have been completed and approved by staff, and
 - d. No damage to recreation department property incurred during rental.
3. The Parks, Recreation, & Cultural Resources Director reserves the right to approve or deny any application, depending upon the nature of the request.
4. The PRCR Director shall have the right to cancel an approved request or revoke the right of use of the center 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,
 - d. For severe inclement weather, or
 - e. For any other reason as deemed necessary by the PRCR Director, including but not limited to, compliance with State or Local guidelines or orders.
5. No booking of the recreation center will be allowed to be made more than nine (9) months in advance. There will only be one event held per day.
6. Applicant must be at least 21 years of age. Applicant must be present until everyone leaves the building. Applicant is responsible for any personal or property damage that is a result of the use of the building.
7. Applicant shall keep and hold harmless the Town of Nashville from any and all claims, demands, and cause of action which may be asserted, maintained, or established against the Town and/or any of its officers, agents or employees, for death, personal injury or property damage suffered or claimed to have been suffered by any person, real or artificial, arising out of applicants use of operations of the center facilities or in his rendition of any service in connection therewith.
8. No keys shall be given to anyone other than staff personnel. Staff person will be present at every event to lock and unlock doors, and supervise the operation (heat, air, lights) of the building.
9. The center may not be used for regularly occurring events by the same organization without approval from the PRCR Director.
10. Applicants, their agents, or employees shall always comply with and abide by all ordinances, Federal, State, and Municipal, applying to or affecting the use and occupancy of the Recreation Center.
11. Applicant's equipment and supplies must be removed immediately following event. Nashville Parks and Recreation staff cannot be held responsible for damages or loss of such equipment and supplies. If anything is left in the center overnight without prior permission from PRCR Director, there will be a \$15 per day storage fee, no exceptions.
12. No PRCR property, equipment, etc. shall be taken from the Recreation Center for any reason.
13. The Recreation Center should be left in the same condition that it was prior to the event. If building is left in unsatisfactory condition, there will be an additional clean-up charge billed to you at a rate of \$10.00 per man hour.

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14. Crepe paper, confetti of any kind (this includes the metallic cut-outs), and glitter are not allowed. All decorations must be flameproof.
15. Candles can only be used if enclosed in a globe higher than the candle flame. If there is a question as to whether your decorations comply you can bring them in for approval.
16. No decorations shall be attached directly to light fixtures or to the ceiling. No nails, staples or thumb tacks shall be used. The only tape allowed to be used for hanging decorations is painter's tape.
17. Applicant is responsible for clean-up which includes the following:
 - a. Trash cans emptied and put in trash bin located behind building.
 - b. Table and chairs wiped off and placed back on rack.
 - c. All spills mopped up, buckets emptied and rinse mop in clean water after use.
 - d. Bathrooms checked to ensure paper is picked up and toilets have been flushed.
18. Alcohol and Tobacco use is not permitted in the recreation center. Smoking is not allowed within 20 feet of the entrance to the Recreation Center.
19. No individual will be allowed to sponsor public dances.
20. Fund raising events can only be held by non-profit organizations with appropriate 501 (c)(3) documentation. Without the appropriate 501 (c) (3) documentation, money (including donations) cannot be exchanged before, during, or after the event.
- 21. WHEN STATING THE TIME REQUESTED, YOU MUST INCLUDE ALL THE TIME YOU NEED FOR DECORATING OR SET UP AND CLEAN-UP OR BREAKDOWN.**
22. Refund policy for cancellations will be as follows:
 - a. If you cancel two (2) weeks prior to your event, you will receive a full refund.
 - b. If you cancel between two (2) weeks prior and one (1) week prior to your event, 50% of your total rental will be refunded.
 - c. If you cancel after one (1) week prior to the event, there will be no refund.
23. **THE CENTER WILL NOT ACCEPT ANY PACKAGES FOR ANY EVENT.**
24. **ALL GUIDELINES SET FORTH BY THE GOVERNOR IN REGARD TO COVID-19 MUST BE FOLLOWED AT ALL EVENTS. YOUR EVENT MAY HAVE TO BE MODIFIED OR RESCHEDULED TO FOLLOW THESE GUIDELINES.**

I UNDERSTAND THESE RULES AND WILL COMPLY WITH ALL THE RULES.

Print: _____

Sign and Date: _____