



Town of Granite Quarry Facility Rules and Requirements Policy

Title: Legion Building Use

300 Legion Street, Granite Quarry, NC 28072

Policy

This policy outlines the rules and requirements for use of the Legion Building. All uses of the facility that are not detailed in the procedure must be approved by the Town Clerk, Deputy Clerk or Town Manager.

****For Groups using the Legion Building multiple times:** If rules and requirements are not followed the Town of Granite Quarry will issue group using the Legion Building a warning. If there continues to be an issue we will deposit \$150.00. If wanting to continue renting Legion building we will require another \$150.00 deposit. After the third issue we will deposit the \$150.00 and you will be prohibited from rental of the legion building. We reserve the right to cancel reservation.

ALCOHOLIC BEVERAGES ARE PROHIBITED

Procedures for Facility Use and Approval

A. General Procedures

- Primarily the facilities will be utilized by citizens of Granite Quarry and the surrounding communities.
- Responsible person(s) or persons must complete the attached form "Request for Use" for all facilities.
- All groups must state the following prior to acceptance to use the facilities.
 1. Planned use of the facility
 2. Date of use
 3. Rental time needed - INCLUDES SET UP AND CLEAN UP TIME
 4. Number of people expected in building
 5. Number of supervisors (for youth groups, etc.)
 6. For all uses within this policy a request form must be filled out and submitted for approval 1 week prior to use.
 7. Where circumstances beyond the control of the requesting group do not allow sufficient time for the required 1 week notice, the Clerk or Deputy Clerk may approve the activity as long as it does not conflict with the building use or intent.

8. If the request for use of the Granite Quarry Legion Building is denied by the Clerk, the requestor may appeal the decision to the Town Manager.

B. Citizens and Groups

- Generally the facility may be used by all Citizens of Granite Quarry and surrounding communities at normal rates. A usage fee and housekeeping deposit will be charged. Other fees may be applicable.

Facility Usage Fees, Supervision, Security, Building Capacity and Housekeeping

A. Usage Fees

- **A usage fee will be set as part of the annual budgetary process.**

B. Supervision

- All activities held at the facility must have at least one (1) named responsible person/party to uphold all rules and criteria.
- For activities involving youth (ages 12-17) there must be one (1) responsible person for every 10 youth.

C. Security

Security may be required and will be determined by the nature of the activity and the number of participants. Security needs will be determined by the Police Chief.

D. Building Capacity

The size of the group may be limited due to facility and /or specific area capacity. Size limitations are determined in part by fire code restrictions, supervision provided, the current state of building facilities, etc.

Maximum capacity for the Legion Building depends on the usage/set up of tables and chairs, by renter.

Full-seating capacity: 75 people maximum. (All tables & chairs set up)

Semi-seating capacity: 150 people maximum. (No/few tables & chairs set up)

E. Housekeeping

- Housekeeping is the responsibility of those renting the Legion Building. All areas of the facility that are used must be cleaned and left in the condition that they were found.
- If the renter chooses not to do their own housekeeping, the deposit is forfeited to the Town of Granite Quarry.
- The deposit collected prior to use will be refunded if the building is left clean.

- If a Granite Quarry Town employee is the responsible party signing for the rental, a deposit will not be required.

Requests for use

All requests for use must be submitted at least 1week prior to requested use.

For Questions, Please call the Town of Granite Quarry:

***During Office Hours (Mon.-Fri.; 9am – 5pm): 704-279-5596 ext. 201**

***During Non-Office Hours: 704-239-0841 and request the Maintenance personnel on duty**

