



## **Garner Recreation Center Rental Waiver**

Garner Recreation Center facilities and rental spaces are available for rental when there are no scheduled Town of Garner activities. The Town has the priority in scheduling the Garner Recreation Center for programs and events.

The facility is available to groups and individuals by reservation on a first-come, first-served basis. Reservations are not permitted less than 30 days prior to the requested rental date(s). There is one possible exception to this rule: Requests for reservations inside the 30-day window will be reviewed by staff. If the facility is available and staff coverage can be arranged, an event or rental within this time frame may be approved. Deposits and fees must be paid immediately. The rental will only be confirmed at the time of payment.

### **Reservation Policy (Non-Tournament Rentals)**

1. For more information, renters may call (919) 890-7306 or submit an online inquiry at [garnerrecreationcenter.com](http://garnerrecreationcenter.com)
2. If the requested date and time is available, the renter must complete and submit the Facility Rental Application & Contract along with this document, and pay the refundable security deposit. There will be no holds and the rental will only be confirmed after the security deposit is paid. (Note: Requests for reservations inside the 30-day window will be reviewed by the facility manager. If the facility is available and staffing coverage can be arranged, events within this timeframe may be approved.)
3. Rental fees are due no later than 30 days prior to the requested date. If payment is not received by that time, the rental may be canceled. The renter will be eligible for a refund of the security deposit, minus a \$25 cancellation fee.
4. Cancellations made with less than 30 days notice forfeit all paid rental fees, and a \$25 cancellation fee will be deducted from their security deposit.
5. Any changes (e.g. start time, attendance) to the rental must be approved by facility staff.

### **General Rental/Facility Info**

#### Hours of Operation

The current hours of operation for the Garner Recreation Center can be found at [garnernc.gov](http://garnernc.gov). Requests for rentals outside of regular operating hours will be reviewed on a case by case basis.

#### Spaces available for rental:

Multipurpose Room

Gymnasiums

Warming Kitchen (add-on)

Fitness Room (multipurpose room add-on)

An hourly fee will be charged for the use of the Garner Recreation Center. Additional staff may be required based on the nature of the event and/or event attendance.

Along with the hourly fee, a refundable security deposit will be required to reserve the space. The deposit for non-tournament rentals, payable at the time of reservation is \$150.

The security deposit will be used to defray the cost of any damages to the facility and its contents or for any extra expenses incurred by the Town arising from the use of the facility by the renting party. Extra expenses may include but are not limited to the following: storage fees, fees for use of the facility in excess of time agreed upon in the application, fees for use of spaces in excess of spaces agreed upon in the application. The security deposit may be forfeited for violations of the rules for use of the facility. If damages and fees exceed the amount of the security deposit, payment for costs to the Town in excess of the security deposit will be due 14 days from the date of billing. If there are no damages or additional fees after inspection of the facility, the security deposit will be issued in 10-14 business days by check (if deposit was paid by check or cash) or refunded directly to the card used (if deposit was paid by debit or credit card).

## **Rental Rates**

Multipurpose Room:

- \$70 per hour for Garner Residents\*
- \$105 per hour for non-residents
- 3 Hour Minimum Applies

Fitness Room Add On:

- \$30 per hour
- Must be booked in conjunction with the Multi-Purpose Room.

Warming Kitchen

- One-time \$25 fee with Multi-Purpose Room or Gym Rental

Gymnasiums (per gym)

- \$80 per hour for Garner Residents\*
- \$120 per hour for non-residents
- 2 Hour Minimum Applies.

**\*For resident rates, home address must be within the Town of Garner corporate limits.**

**\*\*For Regular Operating Hours visit [garnerrecreationcenter.com](http://garnerrecreationcenter.com)**

## **Rental Rules**

1. All dates and times stated on the contract will be strictly enforced. **You must pay for the time you will be in the facility for set-up, the event itself and clean-up.** Renters should keep this in mind when determining rental start and end times.
2. The rental includes only the spaces reserved in the Facility Rental Application & Contract. During the rental, renters may not set up any equipment or congregate in any area other than the areas agreed upon.
3. One person must be designated as the responsible party for the rental. This person will serve as the primary contact for staff during the rental. The designated responsible party must be at least 21 years of age and present during the rental.
4. The responsible party must ensure all participants abide by the rules, policies and ordinances established by the Town of Garner and the Parks, Recreation and Cultural Resources Department.
5. Adequate adult supervision must always be provided. There must be at least one adult for every 10 minors in attendance.
6. The responsible party must ensure the facility is left in the same condition (or better) as received, including but not limited to cleaning, room set up, and trash removal. The standard room setup is posted in the Multipurpose Room.
7. Only free-standing decorations are allowed. No permanent changes to the facility are allowed. No bolts, screws or nails shall be placed in or on the walls, floors or any fixture indoors or out. **Nothing may be taped or tacked to the walls or other surfaces in the facility.**
8. Storage of equipment before or after an event will constitute use of the facility, and it must be rented accordingly. Users renting equipment must make arrangements with the rental agency for delivery and/or pick-up during the period(s) of time the facility is rented for use to avoid extra charges. Equipment left in the building beyond the approved time(s) of use will incur additional rental fees that will be deducted from the security deposit. The Town of Garner will not accept deliveries on behalf of users and will not accept any responsibility for the security or safety of any equipment brought in the facility.
9. **All activities must be closed/private. General public invitations are prohibited. Events requiring admission fees or pay at the door fees are also prohibited.**
10. The Department reserves the right to require the rental organization/responsible party to perform any other functions that may be deemed necessary to see that the activity is operated in a safe manner which will not be objectionable to other facility users or residents of adjacent neighborhoods.
11. Garner Parks, Recreation and Cultural Resources may deny use of facilities to any group whose proposed activity is illegal or poses a significant threat, risk of damage or danger to the facility, persons in attendance or other facility users.
12. Any rental agreement may be revoked for misrepresentation in the application or violation of terms and conditions of the Facility Rental Application & Contract or any Town or Department rules, policies and ordinances. The Department reserves the right to terminate any rental in progress without refund due to violations or questionable situations arising out of the rental.
13. Alcoholic beverages are always prohibited within the facility and on park grounds.
14. Smoking is prohibited inside facilities owned by the Town of Garner. Smoking is not allowed in or within 50 feet of the Garner Recreation Center.
15. No equipment, furnishings or materials other than those customarily used in the rented facility will be provided by the Parks, Recreation and Cultural Resources Department.
16. The responsible party must obtain approval from the facility manager to utilize any materials, equipment, etc. not already present in the facility. All approved materials and equipment must be removed immediately after usage.
17. Inflatable amusements, amplified music, water games, etc. are not permitted. Please discuss your activities with a staff member if you are unsure if said activities are allowed.

