

FACILITY USE FORM

Name of Person/Group booking the event:

Contact Phone Number:

Name of Contact Person (if different than above):

Phone:

Type of Function:

Email Address:

Date Requested for Event (Month/Date/Year):

☐ S ☐ M ☐ T ☐ W ☐ Th ☐ F ☐ S

Time(s) Requested: (Set up and clean up time must be included in the hours.)

Start time: ____ ☐ AM ☐ PM End Time: ____ ☐ AM ☐ PM

****Email completed requests to Taylor Palmer via email tpalmer@scoanc.org****

Reminders for Reservation

1. The Sharon Community Outreach Center is a smoke-free building.
2. Confetti or rice is not to be used within the Sharon Community Outreach Center interior or exterior property.
3. All renters ordinarily will conduct their functions to permit the closing of the facility by 8pm. (In certain circumstances, these times may be extended).
4. Any damage to equipment or facilities shall be the responsibility of those renting the facility.
5. All rental fees are payable to Sharon Community Outreach Corporation. The deposit fee is 50% of the total rental cost. The deposit fee will be collected upon approval of the rental request. The remaining balance of the rental cost will be due on the day of the rental event.
6. All booking requests must be submitted to the program manager at least two weeks prior to the event.
7. Bookings and arrangements in unusual circumstances may be directed to the Sharon Community Outreach Corporation Board for approval.
8. By submitting this form, Renter covenants and agrees to abide by the General Policy attached hereto.

Cancellation: Cancellations made more than 10 days prior to the reserved date will receive a full refund.

Cancellations made within 2 days of the reserved date will result in a **forfeiture of the deposit fee.**

Rental Agreement

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by the Sharon Community Outreach Corporation.

Facility Rental to be paid in full along with this form: \$_____ Deposit Fee: \$_____

Renter's Name: _____ Signature: _____ Date: _____

SCOC Signature: _____ Date: _____

For Office Use Only: ☐ Event Scheduled on Calendar Request **Decision:** ☐ Approved ☐ Denied

☐ Notification of Involved Parties

☐ If applicable, reason for denial: _____

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SHARON COMMUNITY OUTREACH CENTER FACILITIES USE POLICY

1. **PURPOSE:** This policy outlines the terms and conditions governing the use of the SHARON COMMUNITY OUTREACH CENTER, located on 126 Deaton Loop Rd, Stoneville NC. The facility consists of a gymnasium/stage, commercial kitchen, conference room, and outdoor greenspace. Hereby and referred to as "SCOC".

2. **ELIGIBILITY:** All or portions of the SCOC facility is available for use by registered non-profit organizations, corporate entities, including legal entities designed for professional purposes. Individuals are not allowed to rent the center as of September 1st, 2023.

3. **RESERVATIONS:**

1. Reservations must be made at least 14 days in advance of planned event.
2. A completed Reservation Application and a non-refundable booking fee amounting to 50% of the total rental cost to secure a date.
3. Reservations are managed by SCOC staff or SCOC authorized agents.

5. **REVIEW & DISPOSITION:** With at least two weeks prior notice, the Sharon Community Outreach Corporation shall review each request, determining whether such proposed use is appropriate, and then grant or deny the request. Approval is provided via the signed form. Upon approval, the event will be placed onto the official calendar of the Sharon Community Outreach Center, and a copy of this policy / form will be given to the requestor(s). If denied, the requestor(s) will be contacted by the Sharon Community Outreach Corporation with a rationale for rejection.

- a. Criteria to be considered when granting/denying the request include:
 - i. whether the event will be performed in accordance with Sharon Community Outreach Corporation's mission and Bylaws
 - ii. the event does not conflict with a pre-scheduled SCOC activity
 - iii. the event does not include any prohibited activities (noted below, in Section 6)
 - iv. the security & safety of all participants is not at risk or jeopardized in any way
 - v. the duration of such use
 - vi. the event for which the property will be used
 - vii. the event does not disrupt the Sharon Community Outreach Corporation's use of the premises and/or scheduled maintenance

6. **EXCLUSIONS:** Prohibited activities on, and prohibited uses of, Sharon Community Outreach Center

1. The following items and behaviors govern impermissible uses of the Sharon Community Outreach Center:
 - i. Smoking is not permitted in or on any Sharon Community Outreach Center property.
 - ii. The use or possession of alcoholic beverages and/or any illegal substance.
 - iii. The use of R- or X-rated videos or other similar rated materials.

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- iv. The possession of guns or other weapons (except for persons in possession of valid Concealed Handgun Permits).
- v. The use of Sharon Community Outreach Center in support of political candidates is prohibited.
- vi. Animals are permitted on the premises on a case-by-case basis.
- vii. No obscene, foul or derogatory language. Treat everyone with respect & dignity.

7. HOURS OF USE:

- 1. Regular hours: Monday to Saturday, 8:00 AM – 8:00 PM.
- 2. Special requests for use outside regular hours may be subject to additional fees.
- 3. All cleaning must be completed by the conclusion of the event time.

8. FEES:

- 1. SCOC uses a sliding scale fee structure. The scale is intended for organizations who either earn modest revenue, or businesses with lower income levels, and community workgroups. The sliding scale allows for equitable access to meeting space and encourages entities that are well resourced to support our need for building maintenance, safety, and staff support.
- 2. Standard rate for organizations classified as institutional (corporate entities, local government, healthcare organizations, businesses with multiple W-2 benefits eligible staff begins at \$100.00 per hour (minimum 3 hours of use). A daily rate for use starts at \$500 for the day.
- 3. Standard rate for charitable organizations begins at \$25 per hour with no minimum on time booked.
- 4. Overtime charges: \$100 per hour beyond the booked time booked.
- 5. Additional fees may be charged for special equipment or services.
- 6. All rental fees are payable to Sharon Community Outreach Corporation. The deposit fee is 50% of the total rental cost. The deposit fee will be collected upon approval of the rental request. The remaining balance of the rental cost will be due on the day of the rental event.

9. CANCELLATION:

- 1. Cancellations made more than 10 days prior to the reserved date will receive a full refund.
- 2. Cancellations made within 2 days of the reserved date will result in a forfeiture of the deposit fee.

10. EQUIPMENT & AMENITIES:

- 1. Basic audio-visual equipment is available upon request
- 2. Commercial Kitchen
- 3. Chairs
- 4. Tables
- 5. **Renters are responsible for any damage or loss of equipment**

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11. FOOD & BEVERAGE:

1. Pre-cooked or pre-packaged food and beverages are allowed but must be approved by the management.
2. Only SCOC-approved caterers will be allowed to use the commercial kitchen space.
3. Alcoholic beverages are not permitted.

12. CLEAN-UP & DAMAGES:

1. Renters are responsible for returning the SCOC Conference Center to its original condition.
2. Any damage or excessive cleaning required will be billed to the user, starting at a fee of \$250.

13. CONDUCT & NOISE:

1. Renters are expected to maintain a respectful demeanor and ensure that noise levels do not disturb other activities within or around the Conference Center.

14. LIABILITY & INSURANCE:

2. Corporate, Government, and other well-resourced renters must provide proof of liability insurance covering any potential damages or injuries occurring during their use of the Conference Center. Minimum coverage is \$500,000.
3. The SCOC Conference Center is not liable for any injuries or damages that occur because of the user's activities.

15. PARKING:

1. Parking is available on a first-come, first-served basis.
2. Special arrangements or needs should be communicated in advance.

16: GUIDELINES:

2. If your request is granted, the Sharon Community Outreach Corporation will provide the requested facilities and/or furnishings for your enjoyment. Please abide by the following minimum guidelines when using this property. The primary concern is cleanliness and safety of the facilities; please keep this in mind when using and cleaning any Sharon Community Outreach Center property.
 - i. Any item of the Sharon Community Outreach Center is not to be taken outside the facility or off premises unless other arrangements and prior approval have been made.
 - ii. Decorations should be limited to tables; do not deface or make holes in walls. Please do not use tape on doors, walls, windows or ceilings.
 - iii. Do not use unfamiliar equipment without prior instructions and approval
 - iv. User is responsible for:
 - Check out, and returning, of any key(s)
 - Setup of tables, chairs, and equipment.
 - Cleanup of areas used (cleaning supplies located in designated area)
 - Wipe off all tables/chairs with damp cloth.

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- All garbage should be gathered, removed from the facility and placed in the dumpster.
- Any leftover (unused) food to be removed from the facility.
- Return tables, chairs & equipment to their proper locations (original location)
- All other items used are to be cleaned and placed back to their proper location.
- Individuals must bring personal dish towels and cloths for use.
- Final inspection of the area by a responsible group member.
- Ensuring security of facility upon completion of event. Lock and check all outside building doors. Ensure the Center is secure, and all lights are turned off.
- No outside equipment allowed on premises without prior arrangements & approval.