

Sprott Youth Center, Inc.

80 Sprott Center Dr., P.O. Box 321, Moncure, NC 27559

Facility Rental Policy

The purpose of this document is to inform the individual or group (hereafter referred to as the *Renter*) renting space within Sprott Youth Center about our policies and procedures.

RENTAL RATES

The gymnasium may be rented for \$35/hour or maximum of \$250/day. The kitchen may be rented for an additional \$30 flat fee.

METHOD OF PAYMENT

Rental fees must be paid 14 days in advance of the rental date. We accept personal checks and money orders for rental fees. A \$35 fee will be added to all returned checks. Checks must be made payable to Sprott Youth Center and mailed to Sprott Youth Center, PO Box 321, Moncure, NC 27599. In the event that the full balance due is not paid in a timely manner in accordance with this provision, Sprott Youth Center reserves the right to cancel your reservation.

CANCELLATION

Cancellation of a rental within two weeks of the rental date will result in a loss of \$50 of your rental fee, the remainder of the fee will be refunded. If the rental needs to be rescheduled, the Facility Rental Coordinator will be able to reschedule the rental at no additional charge.

HOURS

Rental hours are between 8:00 AM and 11:00 PM.

HOLIDAYS

Sprott Youth Center will be closed on the following holidays, unless previously approved by the Facility Rental Coordinator.

- New Year's Day
- Easter
- Christmas Day

ALCOHOL

Alcohol is **NOT** allowed on the Sprott Youth Center premises (inside or out).

SMOKING

Smoking is **NOT** allowed on the Sprott Youth Center premises (inside or out).

ANIMALS

Animals, other than service animals, are not allowed in the Sprott Youth Center.

CAPACITY

The maximum number of people is as follows:

Gym: 105

DECORATION RESTRICTIONS

- Tape, nails, tacks, or any other adhesives on the walls, ceiling, painted surfaces, columns, or windows are prohibited
- Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems
- Open flames are not allowed in any part of the facility; electronic votive candles are acceptable
- Adhesive-backed decals or stickers are prohibited and may not be distributed anywhere on the premises
- Glitter and confetti are prohibited

EQUIPMENT INVENTORY

Tables and chairs are included in the rental price. We provide rectangular folding tables and folding chairs. These items are offered on an as-is, as available basis. The Center has enough 8-foot rectangular tables and folding chairs for the maximum capacity, which is 105 people.

The Renter is responsible for setting up and tearing down the tables and chairs.

FACILITIES

The Renter represents and warrants that the Renter has inspected the space to be used in the facility, has found it to be in acceptable repair and condition, and accepts it as-is in its present condition. The Renter will keep Sprott Youth Center in good condition and safe at all times. The Renter is responsible for any and all damage and loss relating in any way to the use of the Sprott Youth Center facility by Renter or its invitees or guests.

The Renter is asked to remove their trash from the building. There are trash bins outside on the kitchen side of the building. Also, please leave the Center in the condition in which you found it.

FUNDRAISING EVENTS

Any client seeking to use Sprott Youth Center for an event involving fundraising must obtain prior approval from the Facility Rental Coordinator and qualify as a nonprofit, tax-exempt organization under Section 501(c)(3), or other appropriate sections, of the Internal Revenue Service Code of 1986, as amended. The Sprott Youth Center name may be used as a location of an event, but may not be used as an affiliation to the fundraising cause. The Sprott Youth Center facility is an open forum for our community, and not all events will reflect the views of the Sprott Youth Center.

KITCHEN FACILITIES

The kitchen includes an electric range/oven, a microwave oven, a refrigerator, and a sink. Electric outlets are available for small appliances. **No deep fat frying** is allowed inside the Sprott Youth Center.

PARKING

Guests may enjoy free parking in the Sprott Youth Center parking lot. Parking is **prohibited** along the driveway and cars may be towed if they are blocking access to other properties.

RIGHT OF REFUSAL

Sprott Youth Center reserves the right to deny the use or the continued use of its facility to any person or organization not complying with the Sprott Youth Center policy and procedures.

WEATHER CONTINGENCY

Sprott Youth Center will make every effort to accommodate Renters and their guests in case of inclement weather.

WHO CAN RENT THE SPROTT YOUTH CENTER

Rental space is available to both non-profit and for-profit entities.

QUESTIONS

Call 919-533-9422 with any questions.

I understand these policies and agree to abide by them.

Print name, sign, date, and return this page only.

Date and time of rental: _____