

TOWN OF OLD FORT

RULES AND REGULATIONS FOR THE OLD FORT DEPOT COMMON ROOM

The Old Fort Depot Common Room is owned and operated by the Town of Old Fort. It is available to civic groups, organizations, and individuals needing a place to meet.

DAYS OF OPERATION

The Old Fort Depot Common Room is available to be scheduled for use seven (7) days a week.

HOURS OF OPERATION

The Old Fort Depot Common Room may be opened as early as one desires, however, it is requested that the person or persons using the building be out by 12:00 Midnight.

RENTAL COST

The Old Fort Depot Common Room will be rented at the following cost schedule:

Depot Rental	\$100.00
Depot Deposit	\$ 60.00

Rent and deposit are to be paid at time of reservation.

Rental maybe paid by check or cash. The deposit is to be paid by cash only.

*Town of Old Fort
38 S Catawba Ave
Old Fort, NC 28762
828-668-4244*

PERSONAL REPOSIBILTY STATEMENT
For people making reservation to use the
Old Fort Depot Common Room

I, the undersigned, personally for myself and as the authorized agent for the group for whom I have made the reservation to us the Old Fort Depot Common Room, hereby covenant and agree as follows:

1. I have received a copy of the Old Fort Depot Common Room Rules and Regulations, a copy of the Depot Common Room rates, and a copy of the Town of Old Fort Ordinance concerning the consumption of alcoholic beverages, respectively referred to as the Depot Common Room Rules.
2. I promise to read the Depot Common Room Rules and to call Town Hall before the rental date if there is any part I do not understand for a complete explanation of aforesaid rules.
3. I agree, as agent for the group I represent and for myself personally, that each person attending the function will obey each and every one of the Depot Common Room Rules.
4. I agree that if others in my group do not do their part to clean the premises fully and completely, I will follow ALL the Depot Common Room Rules and leave the premises in a thoroughly clean condition. I will immediately contact Old Fort Town Officials if I find any furniture, historic display, or other items that are damaged when I, or the group I represent take possession of the Depot Common Room, or if any furniture, historic display, or other items have been damaged while my group rented the premises.
5. I understand that I and my group will financially responsible for any and all charges, costs and expenses (including without limitation for labor, materials and supplies) for any repairs or cleaning performed to the Depot Common Room by the Town if my group does not fully and completely clean the premises at the conclusion of our rental or if anything is damaged during our rental. I also agree that I and the group I represent will pay to the Town of Old Fort such charges, costs and expenses regardless of whether the damage is caused by a member of the group I represent or by any other person present while my group has the building rented.
6. In the event payment for damages, cleaning, repairs or other rule violation is not made promptly and it becomes necessary for the Town of Old Fort to pursue legal action for such claims and damages, I will accept service of process individually and as agent for the group I am representing.

I agree personally to be bound by all the Old Fort Depot Common Rules.

Signature of person making reservation

Date signed

Printed Name of person making reservation

Address of person making reservation (do not list a Post Office box)

RULES AND REGULATIONS

1. No one shall be permitted to use the building without first having made proper reservation, and paying the required deposit and payment for the use of the building.
2. All persons or groups renting the Old Fort Depot Common Room must pay for the use of the building at the time of reservations are made. No refunds will be made by the Town should the Renter not use the building on the date scheduled, unless a cancellation is made at least 60 days in advance of the scheduled event, in which case a refund will be made, except for an administrative service charge of \$25.00. In lieu of receiving a refund, a person or group canceling an event less than 60 days in advance of the scheduled event may reschedule the building without additional cost at some other open date, but will not be eligible to receive a refund. Reservations must be made in person (no reservations by telephone), no earlier than 9:00am local time and no earlier than the first day the calendar month prior to the month one year in advance of the purpose use. (Example: if you wish to schedule the building in July 2006, the earliest you can schedule the building is June 1, 2005). In the event that two or more people are at Town Hall wanting to schedule the Depot Common Room at the same time, each person shall have their name placed in a box and drawn to determine which person may rent the building on that particular date. In all other cases, reservations will be accepted on a First come – First served basis. The deposit shall be picked up within seven (7) workdays following the use of the Depot Common Room and the receipt issued by Town Hall for the deposit must be returned to pick up the deposit. The receipt will be kept and Destroyed by the Town.
3. The person or group renting the Depot Common Room may NOT sublet the room to another person or group.
4. No decorations of any kind shall be fastened to the walls, ceilings, windows, historical displays, tables or lighting fixtures by use of nails, tacks, screws, tape etc. If decorations are desired there are products on the market that can be used to adhere then without damage to any surface. It is the responsibility of the renter to purchase such items.
5. No furniture, fixtures, or equipment is to be moved by anyone other than authorized Town employees.
6. No one shall be permitted to use the kitchen for any purpose unless necessary arrangements have been made and the fee paid to the Town of Old Fort.
7. **Each person or group using the kitchen shall thoroughly clean the kitchen and all fixtures stove and microwave before leaving the building and shall clean and remove all food from the refrigerator. In addition, the floor must be cleaned and mopped and all garbage removed before leaving building. If this is not done deposit will be kept for cleaning of the building.**
8. No equipment of any kind shall under any circumstances be removed from the Depot Commons Room unless permission has been granted by the Town of Old Fort Alderman.
9. Any fixtures, furniture, or decorations provided by the renter(s) must be removed from the Depot Commons Room immediately following the use of the same. So the building will be ready for use for the next group.
10. No person, organization, etc may use the Depot Common Room for commercial purposes. (it is the purpose of this regulation to prohibit any person from using the building for personal gain). EXCEPTION: Any business having a business building within the Town of Old Fort limits and having Business License and/or provided other necessary licenses may use the Depot Common Room for no more than two (2) consecutive days each time for the purpose of display demonstration, and sales of

materials, products and/or services which are sold and/or provided at the commercial enterprises main building within the Town limits.

11. No persons, firm or corporation will be allowed to use the building for the purpose of offering Bingo games to the general public.
12. The Officers of the Town of Old Fort Police Department have authority to enter the building at any time for the purpose on insuring compliance with all rules and regulations. Officers also have the authority to open or look in any ice chests and/or coolers on the premises.
13. Keys for the Depot Common Room and Kitchens are NOT to be given out to persons or groups renting the room except under unique situations approved by the Town of Old Fort Alderman.
14. Animals are not permitted inside any part of the Depot with the exception of Seeing Eye dogs for legally blind individuals.

Adopted this the 23rd day of May 2005.

Wayne Stafford
Wayne Stafford, Mayor

Attest: Jennifer B Hemphill
Jennifer B. Hemphill Clerk Town of Old Fort

DEPOT RENTAL APPLICATION

NAME: _____

ADDRESS: _____

MAILING ADDRESS IF DIFFERENT: _____

ARE YOU A RESIDENT OF THE TOWN OF OLD FORT? _____ YES _____ NO

HAVE YOU RENTED THE FACILITY PRIOR TO THIS DATE? _____ YES _____ NO

HOME PHONE # _____ - _____ - _____ WORK # _____ - _____ - _____

NC DRIVERS LICENSE NUMBER _____

PURPOSE OF RENTAL: _____

DATE REQUESTED: _____

TIME ENTERING BUILDING _____ TIME EXITING _____

ESTIMATED NUMBER OF PEOPLE TO BE ON SITE FOR THE DATE REQUESTED

WILL PEOPLE BE SOLICITED TO ATTEND THIS FUNCTION? _____ YES _____ NO

WILL ANY DIRECT SALES BE MADE DURING THIS FUNCTION? _____ YES _____ NO

WILL REFERRALS BE ACCEPTED FOR FUTURE SALES ON THIS DATE? _____ YES _____ NO

DO YOU PLAN TO CHARGE A COVER CHARGE TO ATTEND? _____ YES _____ NO

NAME OF PERSON AND PHONE NUMBER TO CONTACT IN CASE OF EMERGENCY

OR PROBLEM WITH THIS RENTAL AGREEMENT: _____

APPLICATION MUST BE COMPLETED AND APPROVED BY TOWN OF OLD FORT PERSONNEL PRIOR TO RENTAL AGREEMENT.

For Town of Old Fort use only

APPROVED: _____ SIGNATURE: _____

DISAPPROVED: _____ DATE: _____