



# WAR MEMORIAL BUILDING RESERVATION FORM

Room Requested \_\_\_\_\_ Date Requested \_\_\_\_\_

Time Requested for building to be open \_\_\_\_\_ Event Time: Start \_\_\_\_\_ End \_\_\_\_\_

Time we will cleaned up and out of building \_\_\_\_\_

Kitchen Requested: Yes No Requested Times for the Kitchen: Open \_\_\_\_\_ Close \_\_\_\_\_

Name of Organization or Renter \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell # \_\_\_\_\_

Type of Meeting \_\_\_\_\_ Purpose of meeting \_\_\_\_\_

Number of People Expected \_\_\_\_\_ Will a DJ or Live Music be present? \_\_\_\_\_ DJ Band

*\*Note Maximum Room Capacity Listed In Rules*

**To be Completed for Youth Parties / Dances** \*see all rules that apply

Age of Participants \_\_\_\_\_ Number of Adults Present \_\_\_\_\_ \*Note Chaperone Ratio listed in rules

**To be completed for Admissions or Fundraising** \*see all rules that apply

Fee/Admission \_\_\_\_\_ For what will proceeds be used? \_\_\_\_\_

Name of Instructor \_\_\_\_\_

**Set-up Instructions: Note set-up instructions on the back of this form.** A basic set-up will be applied unless a specific set-up diagram is given in writing at least one week prior to the event.

Equipment Needed \_\_\_\_\_

**I hereby certify that I am the Authorized and Responsible Representative of the Petitioning group, that the above statements are true to the best of my knowledge, that I have read a copy of the Policies Governing The Use Of The Facility, and that our group will comply with the Regulations, Policies and Fee Schedule Governing The Use Of The Facility.**

**I also agree that all rent and fees shall be paid in full by the stated due date or this reservation form shall become void.**

Date \_\_\_\_\_ Signed \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail \_\_\_\_\_

**FOR OFFICE USE ONLY**

Rental Fee \_\_\_\_\_ Date Due \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_

Damage Deposit Received: Amount \_\_\_\_\_ Date \_\_\_\_\_ Cash Credit Check Room Fee \_\_\_\_\_

Rental Fee Received: Amount \_\_\_\_\_ Date \_\_\_\_\_ Cash Credit Check Details \_\_\_\_\_

## RULES AND REGULATIONS GOVERNING WAR MEMORIAL BUILDING

1. RESERVATION FORM must be completed and approved by the Recreation Director. Reservation Form must be filled out completely and show exact set-up instructions. Only the rooms reserved and paid for shall be used.
2. A permit or notification of action will be given to the person making the reservation after the application has been received. The requestor has one (1) week after notification to pay any and all fees on the facility. If all fees are not paid by this time, the Reservation Form will become null and void. A full refund will be given if the cancellation is made at least 24 hours in advance. Any cancellation made thereafter will result in forfeit of one-half (1/2) of rent paid.
3. A damage deposit shall be required for all meetings . \$50.00 (meetings) or \$100 ( (large and/or food-related events). The deposit will be returned within six (6) weeks following the event if there is no damage to the facility and the facility is left clean.
4. A Recreation Department staff person must be on duty when the facility is in use. Mooreville Recreation Department staff shall be allowed entry to rented facilities to carry out necessary administrative and maintenance duties.

Room capacity (NOTE: seating capacity will be less than room capacity)

Note

|           |     |   |                  |     |                   |
|-----------|-----|---|------------------|-----|-------------------|
| BALLROOM  | 175 | - | seating capacity | 140 | No Dance Area     |
| BLUE ROOM | 80  | - | seating capacity | 60  | available at full |
| PINE ROOM | 35  | - | seating capacity | 25  | seating capacity  |

5. Parents or guardians must sign the RESERVATION FORM for persons twenty-one (21) years of age or under.
6. Youth groups requesting the use of the facility must assure an adult chaperone ratio of 1:15 (1 adult per every 15 kids) Private Group Rentals or Invitation only parties (No open parties may be held). NOTE: For security purposes, all overhead lights must remain on during youth parties and dances.
7. Person/Group renting the facility will be responsible for the orderly behavior of their participants and must conform to all departmental policies and facility rules and regulations.
8. A Police Officer may be required where deemed necessary by the Recreation Director. The rental party shall make compensation to the Police Officer.
9. The person renting the facility shall be responsible for any and all damage while his group is in the facility. Renters assume responsibility for any and all claims, damages, or accidents arising out of facility use and shall hold the Town of Mooreville and the Recreation Department harmless for any such actions and damages.
10. Rental fees include utilities, normal maintenance and use of equipment such as tables and chairs. Any additional equipment shall be the responsibility of the renting party. The renter shall furnish all meal-related equipment. All equipment must be restored to its proper order. Pianos in rooms are not to be moved.
11. Kitchen facilities are designed for catering only. Food preparation must meet all Iredell County Health Department Rules and Regulations. Food may not be prepared for sale without approval of Recreation Department and the proper permits from ICHD. Kitchen access by reservation only.
12. The following may not take place without prior approval of the Recreation Director and Town Manager's office.
  - A group using the facility which charges admission, sells tickets or takes collections
  - Dances
  - The sale or offering of merchandise
  - Use of facility for personal financial gain or money-making projects sponsored by civic clubs and non-profit organizations
13. Drip-less candles are allowed in approved holders.

**Turn over for additional rules including what is strictly prohibited from the facility**

14. The following is strictly prohibited:
  - Alcoholic Beverages
  - Decorations attached to walls, floors, ceilings, blinds, windows, chairs or tables
  - Tobacco products (in any form)
  - Illegal drugs, gambling, vulgar language, or solicitation
  - Weapons (except those carried by police officers in the execution of their duties or public demonstrations as approved by the recreation Director)
  - Animals (except those serving the needs of handicapped persons and those used in public demonstrations as approved by the Recreation Director)
  - Games of Chance (except the awarding of door prizes where there is no charge for participation)
15. No outside group activities may be held at any time which would interfere with regular recreation programs.
16. Reservations will not be taken more than one (1) year in advance. Non-Mooresville groups or organizations may not make reservations more than thirty (30) days in advance.
17. Reservations will not be made on a repetitive basis. A new request must be made for each use.
18. No reservation shall be made for Sunday use of the facility prior to 1:00pm unless first approved by the Recreation Director and the Town Manager's office.
19. All activities must cease by 11:00pm unless previously approved by the Recreation Director and the Town Manager's office. NOTE: Room must be cleaned-up and all persons out of the building by 11:00pm.
20. The Recreation Department reserves the right to cancel any activity in case of extreme necessity.
21. Flagrant misuse of facilities will result in the forfeiture of future reservations.
22. The Recreation Department shall have the final authority to schedule all events and activities.
23. Any person or group violating any of these rules is subject to suspension from the facility and prosecution under law, where appropriate.
24. The renting party will observe and obey all local, State, and Federal laws and regulations. The renting party will obtain at his own expense all licenses, permits, and union and trade organization clearances required by any public body or by contract.
25. The Recreation Department is not responsible for any lost or stolen property while the facility is in use.
26. Any team or organization which enters into an agreement for the use of the facility shall be responsible for their specific activities and the Recreation Department shall have no responsibility for injuries to players, spectators, other persons, or to any vehicles parked outdoors.
27. The Recreation Department reserves the right to deny use of the facility where such use is deemed to not be in the Town's best interest.

### **RENTAL FEES**

DAMAGE DEPOSIT (per room) \$50.00 (all meetings) \$100.00 (all parties, receptions, banquets, etc.)

WEEKEND RATES (Friday, Saturday or Sunday) \$80.00 for the first two (2) hours (per room)  
 \$30.00 each additional hour (per room)

| WEEKDAY RATES (first 2 hours) | PINE ROOM | BLUE ROOM | BALLROOM |
|-------------------------------|-----------|-----------|----------|
| Day meeting (8:30am-5:00pm)   | \$40.00   | \$50.00   | \$60.00  |
| Night meeting (5:00-11:00pm)  | \$50.00   | \$60.00   | \$70.00  |

ADDITIONAL TIMES \$20.00 each additional hour (Pine Room & Blue Room)  
 \$25.00 each additional hour (Ball Room)

KITCHEN (see rules 11 & 12) \$40.00 for the first two (2) hours and \$20.00 each additional hour