

Jamestown Residents and Business Owners:

A fee of \$200 per day (during 8:30 AM to 5:00 PM) is due at the time the reservation is confirmed and the application is signed.

Additionally a deposit of \$100 is due at the time the reservation is confirmed. The deposit will be returned to the renter if the facility is properly cleaned and undamaged. The renter agrees to be responsible for any damages to the room or furnishings.

Jamestown Non Profit Civic Organizations:

A fee of \$40 per half day will be billed for each use of the Civic Center. A responsible party must sign the application for each use.

Local Governments, Jamestown Church Groups, and Jamestown School Faculty Events when Sponsored and Supervised by Faculty:

A fee of \$80 per half day is due at the time the reservation is made and the application is signed.

The following groups may use the room reimbursing the town for utility and custodial charges of \$50.

1. Political parties as defined in G.S. 163-96, for the express purpose of annual or biennial precinct meetings and county and district conventions.

The following groups may use the room at no charge:

1. Town sponsored events (ex: employee or council functions, senior programs, JBA)
2. Regional government meetings in which Jamestown has a role.
3. Official meetings of elected officials. (ex: County Commissioners)

Rental of the Civic Center is limited to residents and business owners of the Town of Jamestown, Jamestown churches, non-profit organizations, local school faculty groups, and local governments, 8:30 AM to 5:00 PM. With permission from the Town Manager, non-profit Civic Groups may use the facility after regular business hours for their regularly scheduled club meetings.

1. Individuals and business owners may rent the Civic Center no more than two times each calendar year.
2. The renter must be at least twenty-one (21) years of age.
3. Profit-making events may only be held in the Civic Center when sponsored by a Jamestown church or non-profit agency. (No individual or business fund raising.)
4. The renter must sign a “hold-harmless” agreement with the Town of Jamestown and agree to abide by all the rules established by the Town Council for use of the Civic Center.
5. The renter must pay the applicable usage fee and deposit at the time the reservation is confirmed.
6. The renter may only receive a refund of the fee if the reservation is cancelled two (2) weeks prior to the function or if the town must close the facility.
7. The renter may not have alcoholic beverages on the premises.
8. The Civic Center is a *tobacco free* facility.



**APPLICATION FOR USE OF THE
THOMAS C. RAGSDALE SR.
CIVIC CENTER**

Name: _____ Address: _____

Date Requested: _____ Time Requested: _____

Phone Number: _____ Email: _____

Rules for Use of the Civic Center

1. Usage will be limited to 8:30 AM to 5:00 PM unless specifically stated in policy.
2. Renter will perform set-up/clean-up before and after the function. (checklist provided)
3. Renter will report any damage to the room or furnishings to the town office.
4. No alcoholic beverages are permitted on the premises.
5. No smoking / tobacco products allowed in the Civic center.
6. The Civic center must not be used beyond the stated time on this application.
7. Lights must be turned out and doors locked before leaving the Civic Center.
8. A key to the Civic center may be obtained at the town office.
9. A completed inventory and cleaning checklist must be returned with the key to apply for the refund of the deposit.

The renting individual or group, their guests and invitees, understand and agree that the Town of Jamestown will not be responsible for injury to persons using the premises under the terms of its application, nor for damage to or loss of property brought onto the premises, and that the Town of Jamestown will be held harmless for any such injury, damage or loss resulting from the use of its property, including any court cost and attorney fees.

AND

The renting individual or organization, their guests and invitees agree to abide by all rules and guidelines established by the Town Council for use of the Civic Center. By signing below, you are stating you have read usage requirements for the Civic Center and agree to comply with all requirements.

Signed: _____ Date: _____

Deposit Required \$ _____ Fee Required \$ _____

Total Due \$ _____

The Civic Center has been reserved for the date and time requested and all fees have been paid.

Town Staff _____ Date: _____

Inventory and Clean-up Checklist

Please return completed checklist with the key to the town office.

Name: _____ **Date of Use:** _____ **Key #** _____

Clean-up

- _____ All garbage must be placed in trash room. (double doors accessed from outside)
- _____ Restrooms should be neat, all commodes flushed, and trash placed in trash room.
- _____ Dishes should be washed and returned to the cabinets.
- _____ Sinks should be cleaned.
- _____ Stove tops and counter tops cleaned.
- _____ Floors swept.
- _____ ALL food and drinks removed.
- _____ Carpeting vacuumed (please report any spills)
- _____ Lights must be turned out and all doors locked before leaving.

Inventory

Furnishings

- _____ (9) round tables
- _____ (2) coffee tables
- _____ (2) sofas
- _____ (75) straight back chairs
- _____ (5) 8' banquet tables
- _____ (1) vacuum cleaner-commercial
- _____ (1) metal cart
- _____ (6) card tables
- _____ (1) step ladder
- _____ (1) TV & VCR
- _____ (1) piano
- _____ (1) podium

Kitchen

- _____ (1) broom & dust pan
- _____ (100) cups and saucers
- _____ (85) dinner plates
- _____ (85) dessert plates and small bowls
- _____ (2) large broiler pans
(stored in bottom drawer of ovens)
- _____ (4) large metal pots
- _____ Miscellaneous flatware