

**PURPOSE**

To establish uniform operating policies to benefit Creedmoor citizens, Gymnasium & Activity Center users, and facility operating staff.

**BASIC POLICY**

The City of Creedmoor Board of Commissioners desires to continue the use of the Gymnasium & Activity Center in as much as is practical and beneficial to the city and community. In order to establish authorization and fees for the use of this public facility, the Board directs the City Manager to maintain standard policies and procedures designed to accommodate fair consideration of all requests for its use.

**NON-DISCRIMINATION**

The City of Creedmoor does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in any provision of services to the public.

**USER FEES**

User fees shall be recommended annually by the City Manager for the Board of Commissioner’s consideration. Generally, user fees will be established at the time the annual budget is adopted. User fees are non-refundable and must be paid in advance in order to reserve the facility.

**PROCESS FOR RESERVING THE GYMNASIUM AND ACTIVITY CENTER**

Reservations will only be accepted *within one (1) month of desired use date* on a first-come, first-served basis with the exception of programming collaborations with the city, special events, and senior center activities.

**Application and payment must be received by 1:00 pm for SAME DAY rental or by 1:00 pm on Friday for weekend rental.** All fees are non-refundable; however, one (1) change to the reservation date with at least seven (7) calendar days’ advanced notice is allowed.

**WRITTEN AGREEMENT FOR USE OF FACILITY**

All users are required to execute the standard application/agreement prior to their use of the facility. The agreement includes an indemnity holding the City of Creedmoor harmless from any and all liability caused by the user’s negligence during use of the facility.

Groups offering sports or other programs to the public whose participants are minor-aged children (aged 17 and under) and/or are charging a fee for participation will be required to provide proof of liability insurance as well as conduct background checks on all coaches/counselors/chaperones through an official agency prior to final approval. Suggested vendors include [www.inteligator.com](http://www.inteligator.com) and [www.castlebranch.com](http://www.castlebranch.com).

Proof of liability insurance may be obtained through a company of your choice. Suggested vendors include [www.kandkinsurance.com](http://www.kandkinsurance.com) and <https://tulip.ajgrms.com/>

**HOURS AVAILABLE FOR RENTALS**

- Monday through Friday // 5:30 pm to 7:30 pm
- Monday through Friday // 8:00 pm to 10:00 pm
- Saturday 9:00 am to 10:30 pm
- Sunday 1:00 pm to 10:30 pm.
- Daytime hours during the week are available upon request and approval.

## **GYMNASIUM & ACTIVITY CENTER TERMS OF USE**

1. Users are required to pick up all litter/debris and deposit into the outside Waste Industries rolling trash bins, including emptying all inside and outside trash cans. Trash/debris that will not fit into provided receptacles must be hauled away by user. Failure to do so may result in user being denied future rentals.
2. Users are expected to assist attendant in returning all equipment and materials to their designated storage area, checking for fire hazards, checking bathrooms for running toilets and lavatories, switching off all lights, and securing all doors.
3. Firearms/weapons, drugs, and alcoholic beverages are strictly prohibited in or around the Gymnasium & Activity Center or on any City property.
4. No hard-soled shoes are permitted on the Gymnasium & Activity Center floor.
5. All large movable equipment being used in the Gymnasium & Activity Center must have rubber wheels.
6. Chewing gum is not permitted inside the Gymnasium & Activity Center.
7. Music that is amplified and disturbs neighboring property owners and residents is prohibited after 9:00 pm. See City of Creedmoor Code of Ordinances, Title IX General Regulations, Article 96: Health & Sanitation Nuisances.
8. Users are expected to be aware of and obey all other appropriate and applicable laws concerning public conduct and safety during their use of the Gymnasium & Activity Center. Users are further expected to obey direction of the Gymnasium & Activity Center attendant.
9. Users may not charge a fee to enter the Gymnasium & Activity Center without prior approval.
10. The responsible party assumes responsibility for all damages that may occur both inside and outside of the Gymnasium & Activity Center. User will be billed for any damages that occur to the facility or property.
11. The responsible party must be present throughout the entirety of the rental period.

## **VIOLATION OF FACILITY USE RULES**

**Violation of the facility use rules will result in expulsion with denial of future renewal privileges.** Rules and regulations are subject to the interpretation of and enforcement by designated City of Creedmoor Officials and the City of Creedmoor Police Department.