

ATTACHMENT A

**A RESOLUTION APPROVING THE CHANGES TO THE
CENTURY CENTER RESERVATION GUIDELINES**

Resolution No. 137/2004-05

WHEREAS, the Recreation and Parks Department has requested that the Mayor and Board of Aldermen review and approve the Century Center Reservation Guidelines.

NOW, THEREFORE, THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVE

Section 1. The Board hereby approves the Century Center Reservation Guidelines, effective July 1, 2005.

Section 2. The Board hereby approves staff making future procedural changes where necessary.

Section 3. This resolution shall become effective upon adoption.

Carrboro Century Center Reservation Guidelines

1. Any reservation can be made, without restriction, sixty calendar days or less prior to the date of the event.
2. AVAILABILITY:
Reservations will be taken within two six-month windows: January 1- June 30, and July 1 – December 31. Town of Carrboro use shall be determined prior to the proceeding reservation system.
 - 1st, 2nd, 3rd, and 4th weekend dates will be available for general public reservations
 - 5th weekend will be available for one time user reservations
 - Town uses will be programmed into available slots before lottery is held.

Reservation appointments will be scheduled on a date that will be advertised.

 - Reservation appointments will be arranged annually in July for January 1 – June 30 reservations.
 - Reservation appointments will be arranged annually in January for July 1 – December 31 reservations.
3. Event sponsors will have up to a maximum of six choices for weekend reservations during the six-month period, then an additional eighteen choices for reservations for weekday use during the six-month period. Others not choosing weekend dates can reserve up to a maximum of twenty-four weekday uses. No agency, individual, etc. will be allowed more than six weekend dates during the reservation period. Selections may be made at the event sponsor's discretion.
4. Remaining openings not reserved through reservation appointments will be available to other event sponsors on a first come first serve basis. An event sponsor cannot contract for more than twenty-four reservations during the six-month period (a maximum of six choices for weekend use, and a maximum of eighteen choices for weekday or evening use or any combination thereof (i.e. three weekend dates, twenty-one weekday dates).
5. Exception: One time event sponsors requiring more than six-months advance reservation may submit a request in writing to the Recreation and Parks Commission based on the merit of the circumstances, wedding, national speaker, etc., and the fact that it is a one-time only event.
6. The Reservation Contract must be signed by an event sponsor 18 years of age or older. When the planned activity is primarily for participants under 18 years of age, the person signing the reservation contract will be responsible for providing one adult chaperone per 10 youths in attendance.
7. The person signing the Reservation Contract must be authorized to act for the event sponsor. The event sponsor must understand that approval of the use of Town recreation facilities in no way constitutes or signifies Town sponsorship of the activity or function conducted.
8. The event sponsor who signs the Reservation Contract is responsible for any and all damage or misuse of the facility reserved.
9. Pre-payments will be collected for use of all rooms in the amount of \$100.00, or the actual room rental fee, whichever is the lesser amount. All pre-payment amounts will be processed immediately, and the amount will be applied towards the room rental fees as applicable. Pre-payments are collected per room per contract. Rental payments not received 30 days prior to event will be assessed a \$25.00 late fee. The late fee will be added to account every 30 days.
10. To make multiple reservations, payment of a non-refundable reservation fee equal to the cost of the highest single use, along with the prepayment of \$100.00 is due when the reservation is made (Example: If a guest rents Century Hall for two nights, and the small activity room for four nights, a non-refundable fee for the higher cost of Century Hall for one night must be paid at the time of reservation). Your room rental fee(s) will be based upon the Century Center rental fees that are in effect at the time of your reservation. If you make changes to your reservation, you will be assessed the fee(s) in effect at that time.

11. Event sponsors using the facility must remove all decorations and excessive trash to avoid being billed a clean-up fee (fee not to exceed \$100.00).
12. Any and all reservations will become automatically null and void if not paid thirty days in advance of use and prepayment is not returned. Times forfeited will be made available for other reservations on the next business day (Monday through Friday, 8:30 a.m. to 5:00 p.m.). No reservation business can be conducted outside of these hours. Event sponsors who cancel space must do so in writing at least one month (30 days) prior to event scheduled in the Century Hall and two weeks (14 days) prior for activity rooms 1-4. The prepayment will be refunded minus a \$5.00 administration processing fee. The Recreation and Parks staff must confirm all program cancellations. Phone calls cannot be accepted for cancellation of any event.
13. Event sponsors wishing to host events that involve alcohol must read and follow all procedures outlined in the Century Center Alcohol Guidelines. Event sponsors must also call the Recreation and Parks staff with the name of the Carrboro Police Officer who will monitor the event (if an officer is required to cover the event).
14. Town Sponsored programs that are "for a fee" are assessed a \$50.00 deposit. Town Sponsored programs are defined as programs that do not relate to direct government services, and are generally organized by individuals in the community or community organizations. These events must have a town employee to act as the program liaison, and the event supports, enhances, and/or improves the community. The pre-payment is forfeited if the program is cancelled less than two weeks prior to the event and if other than normal cleaning or repairs are necessary.
15. Food events result in additional cleanup for Center staff. Therefore, all event sponsor who wish to cater meals or bring food into the Center will be assessed a fee of 5% of the room rental. This fee is paid when room rental fees are paid.
16. Once a reservation contract is received, the first contract change that results in a change in reservation fee(s) is completed at no charge. However, if an event sponsor submits a verbal or written request for a contract change that results in a change in the reservation fee, a \$5.00 administrative fee is assessed.

CARRBORO CENTURY CENTER

Alcoholic Beverage Guidelines

The Town of Carrboro Board of Aldermen authorizes Century Center event sponsors to serve and consume alcoholic beverages as long as the guidelines listed below are followed. Alcoholic beverages (mixed drinks, beer, wine, and cordials) may be served under the terms and conditions consistent with the applicable laws of the State of North Carolina and of the policies of the Town of Carrboro and the Carrboro Century Center.

- Alcoholic beverages are served only to adults age 21 or older.
- Alcoholic beverages are served and consumed in the area where the alcohol permit is posted.
- All event sponsors must sign a Special Occasion permit for programs in which no admission fee is charged, and there is no charge for alcohol. The Recreation and Parks Department provides the permit, which must be signed before the start of the program, and posted in the room where the alcohol is to be served.
- If any event sponsor wants to serve alcohol and charge an admission fee or a fee for alcoholic beverages, the event sponsor shall contact the NC ABC Commission.
- There is no set time limit for the serving of alcoholic beverages during an event. However, if alcohol is not being served in conjunction with a dinner function (either during a reception/social one hour prior to the dinner or during the dinner), the event sponsor must make arrangements to serve heavy hors d'oeuvres (at least two hot hors d'oeuvres while the alcohol is being consumed).
- If alcohol is served for more than one hour, the event sponsor shall request that the Carrboro Police Department provide a law enforcement officer to monitor the event at a location that is external to the Century Center. The officer will monitor the event during the entire time that the alcohol is consumed. The event sponsor shall pay the per hour fee per officer as specified by the Carrboro Police Department.
- Brown bagging and kegs are prohibited.
- The caterer or event sponsor must arrange to obtain the alcoholic beverage and transport it to and from the Center. The alcohol must be properly chilled before serving.
- A permit will not be granted by the Recreation and Parks staff to college fraternities and sororities, unless a letter of support from the college or university president or designee accompanies the request for an alcoholic beverage permit.
- Event sponsors which fail to abide by this policy or which interfere with other Century Center groups due to alcohol will have their permit revoked and may not be issued a permit for future events.

I have read, understand, and accept the policies listed above. I agree to defend the Town of Carrboro, indemnify it and hold it harmless from any and all claims associated with my use of the Carrboro Century Center. I agree to abide by all applicable laws of the State of North Carolina and of the policies of the Town of Carrboro and the Carrboro Century Center.

(event sponsor/print name)

(signature)

(Date)



100 N. Greensboro Street, Carrboro, NC 27513
Phone: 919-918-7363
Fax: 919-918-4476
Web address: townofcarrboro.org/rp/cc.htm

ATTACHMENT C

Operating hours of the Century Center: 9:00 a.m. to 5:00 p.m. Monday - Friday. Evening rental hours are 5:00 – 11:00 p.m. Monday - Friday. Weekend rental hours are 9:00 a.m. to 11:00 p.m. No reservation business can be conducted outside operational hours. All event sponsors should check with the Recreation and Parks Department to verify evening and weekend hours. Any hours requested beyond the normal operational hours are pending the availability of staff. The Center is closed on holidays. However, the Center can be reserved for events during holidays if staffing is available.

Reservation Guidelines

- ☐ Reservations are taken on a first come first serve basis. Reservations will be approved based upon availability of space, staff and frequency of use. Weekend reservations for Century Hall will be limited to 6 times within a 6 - month period. Weeknight reservations for Activity Rooms 1 - 4 will be limited to 12 times within a 6 - month period.
- ☐ Your rental fee(s) will be based on the Century Center rental fees that are in effect at the time of your reservation. If you make changes to your reservation, you will be assessed the fee(s) in effect at that time.
- ☐ The Reservation Contract must be signed by an event sponsor 18 years of age or older. When the planned activity is primarily for participants under 18 years of age, the person signing the contract will be responsible for providing 1 adult chaperone per 10 youth.
- ☐ The person signing the Reservation Contract must be authorized to act as the event sponsor. The event sponsor is responsible for any damage or misuse of the facility reserved. This person must understand that approval of the use of Town recreation facilities in no way constitutes Town sponsorship of the activity/function.
- ☐ When planning your rental time, please include time to setup and cleanup. All event sponsors must pay for the entire time that they are using a room. Event sponsors must also adhere to room capacity.
- ☐ If planning an event with a meal, please make arrangements to remove all trash and food debris from floor and tables at the conclusion of your event to avoid a clean-up fee (not to exceed \$100.00). All trash must be taken to disposal area in the rear of the Center. Please see staff on-duty for assistance.
- ☐ Per the Orange County Health Department, event sponsors can bring in snacks (cake, chips, cookies, soft drinks, etc.) for events, which last no more than two consecutive days. Event sponsors must ensure the safe handling of all food. The Health Department strongly recommends that all food items be served with food utensils.
- ☐ If you are planning to serve alcohol during your event, please read and sign the enclosed Century Center Alcoholic Beverage Policy.
- ☐ No decorations shall be attached to the walls, sound panels, ceiling, or floors in Century Hall without the permission of the Facilities Administrator or designee. Decorations must be removed immediately following use.
- ☐ Glitter, sparkles, confetti, silly string, cotton candy or any similar items are not permitted without approval.
- ☐ Groups should use flame retardant decorations. Open flame lights are prohibited. A protective globe must enclose all flames. Allow time for hot wax to harden prior to removal to eliminate spillage.
- ☐ Check with staff on duty before making any electrical connections or moving furniture.
- ☐ Entrances and exits must remain accessible at all times.
- ☐ The Center cannot assume responsibility for personal property and equipment brought on to the premises.
- ☐ Smoking; all illegal drugs and other substances; weapons of all kinds, except law enforcement officers in the execution of their duties and public demonstrations; animals of any kind, except those serving individuals with special needs and those used in public demonstrations, are prohibited in the building.

Fees

- ☐ At the time of rental, a nonrefundable payment of 10% of the rental fee will be collected. The remaining balance on the rental is due 21 days prior to the event date.
- ☐ Your reservation will be cancelled if your rental payment is not paid 7 days prior to your event.
- ☐ Once a contract is received, the first contract change that results in a change in a reservation fee is completed at no charge. Subsequent written or verbal changes that result in a fee change will be assessed a \$5.00 administrative fee.
- ☐ A fee of 5% of the room rental fee will be charged for all events in which food is served.
- ☐ Liability for damage to the premises will be charged to the event sponsor.

Cancellation policy

- ☐ The Department may cancel a reservation in the case of a natural disaster, severe weather conditions, and a Town or facility emergency. All reservation fees will be returned in full if the Department initiates cancellation.
- ☐ In order to get a partial refund, event sponsors must cancel space in writing at least 21 days prior to event scheduled. The rental fee will be refunded minus the initial 10% prepayment. We will only accept e-mail, fax or walk-in requests for cancellations.
- ☐ Event sponsors can reschedule the event without penalty as long as a date is available. Current fees apply.

UNOFFICIAL
CARRBORO RECREATION AND PARKS COMMISSION
MINUTES - April 4, 2005

Present: Doris Murrell, Salli Benedict, and Marianne Nicholson
Guests: Eric Allman, Alfred Montalvo, Jr., and Rebecca Sternberg (potential members)
Staff: Anita Jones-McNair

Murrell called the meeting to order at 7:07 p.m.

Approval of Minutes

Murrell called for corrections or questions concerning the minutes of the last meeting, March 7, 2005. Murrell acknowledged no questions or concerns. Nicholson motioned for approval of the minutes and Benedict seconded. The vote was unanimous.

Communications and/or Speakers from the Floor

Murrell called for Speakers from the Floor.

Heather Crews submitted a request to use the Century Hall on July 22, 2006 for her wedding reception. Murrell called for questions and/or conflicts. There were none. Benedict motioned for approval of the request and Nicholson seconded. The vote was unanimous.

New Business

N/A

Old Business

Murrell called for old business. Jones-McNair updated the Commission on the play ground equipment at Baldwin Park.

Jones-McNair announced the upcoming community input sessions to update the Recreation and Parks Master Plan – April 9th from 9:30-11:00a. Century Center and April 13th from 6:30-8:00p. Town Hall. Montalvo, Jr. asked about the community survey and suggested that activities should be added and a space for people to request survey results and/or being placed on the department's mailing list.

Jones-McNair also presented the updated Century Center Reservation procedure along with the Alcohol Beverage Guidelines. The Commission discussed the recommended changes and Nicholson motioned to approve the update. Benedict seconded. The vote was unanimous.

Report by Chair and Director

Murrell called for reports. Jones-McNair reminded the Commission about the Joint Commission meeting scheduled on April 7th at 6:30p at the Human Services Center. She also announced Carol Rosemond's retirement party is scheduled for April 15th at 12:00p. in the Century Hall

Considerations for next and future meetings

N/A

Meeting Adjournment

Murrell adjourned the meeting at 7:45 p.m.