

The Town of Troutman Town Manager or his/her designee are authorized to enforce these rules and regulations. Unless otherwise specified in the Pavilion Facility Use Application and Permit, Town of Troutman Code of Ordinances or General Statutes of the State of North Carolina, the penalty for violation of these rules and regulations shall first be a request to cease the prohibited activity and second be removal from the premises if the violation continues or reoccurs. When applicable, failure to comply with the above rules and regulations may result in forfeiture of cleaning/maintenance deposits, payment of additional damage fees, and loss of privileges for use of the facility.

* Denotes violation definitions and enforcement procedures contained in Town of Troutman Ordinance No. 23-13

SCHEDULING AND SUPERVISION OF THE PAVILION FACILITY

The responsibility for scheduling facility reservations, supervising the use thereof, and issuing Pavilion Facility Use Permits shall be the responsibility of the Parks and Recreation Coordinator. The Town Manager or her/his designee must approve all requests to use the Pavilion facility and has the right to refuse any use.

Decisions to grant facility use will be made in accordance with the following prioritized ranking of uses and user groups:

1. Town of Troutman programs
2. Programs of organizations and agencies co-sponsored or affiliated with Town of Troutman
3. Town Resident functions and Town Business functions
4. Non-Town Citizen functions and Non-Town Business functions

STATEMENT OF DISCLAIMER

In use of the Town of Troutman facilities, neither the Town Council nor Town of Troutman employees assume any responsibility for loss of or damages to any property or special effects placed on the premises by the user. This includes motor vehicles and their contents of, the user, its members, employees, agents, participants, guests, or attendees.



Town of Troutman

Rules & Regulations Governing Use of Facilities

Town of Troutman

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Troutman ESC Park Pavilion



General Rules

1. Children must be supervised at all times.
2. Tobacco possession and use is prohibited*
3. Vehicles shall be parked in marked spaces.
4. Signs/banners promoting the event may be placed at the Pavilion structure and within 5 feet of the structure during the event, but not prior to the event, and must be removed promptly after the event.
5. Grills are allowed, but must be located a minimum of 20 feet away from the Pavilion structure. Grills are not allowed under the covered portion of the Pavilion.
6. Pet owners are responsible for cleanup and disposal of pet waste.
7. Activities shall not disturb or unreasonably interfere with any person utilizing public areas near and adjacent to the Pavilion facility.
8. Decorations must be removed at the end of the event. No nails or staples may be used to affix decorations or for any other purpose. Failure to comply may result in forfeiture of the cleaning/ maintenance deposit.
9. Food sales must be in compliance with Iredell County Health Department rules and regulations. It is the responsibility of the party renting the Pavilion facility to obtain authorization from the Health Department for food sales.

Prohibited Objects and Activities, except with proper permit:

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|------------------------|-------------------------------------|
| 10. Glass containers | 15. Alcoholic Beverages* |
| 11. Littering/Dumping | 16. Fireworks |
| 12. Nails and staples | 17. Excessive Noise/Amplified Music |
| 13. Unleashed dogs | 18. Selling Goods/Services |
| 14. Firearms/ Weapons* | 19. Soliciting Funds/Donations |



SCHEDULING AND RENTAL PROCEDURES

1. The Pavilion facility is available for reservation from dawn until two hours before dusk.
2. The Pavilion facility is defined as the covered area under the Pavilion roof. The Pavilion restrooms are open to all visitors during operating hours of the park. The Pavilion concession area is not available for use.
3. All requests from groups/organizations other than departments of the Town of Troutman and their co-sponsored or affiliate groups shall be made on an official Pavilion Use Application at least seven (7) days prior to the date of the event, except as determined by the Parks and Recreation Coordinator. Confirmation of the reservation will be made upon receipt of the request, payment of required fees, and issuance of a Pavilion Use Permit.
4. Cancellation of a booking must be made forty-eight (48) hours in advance of the date reserved to be reimbursed all fees. In the event of inclement weather, a refund will be issued. The planned event may be rescheduled for an available day and time and funds applied to that reservation.
5. No group shall be allowed to use the Pavilion facility for more than one event per month without prior approval of the Town Manager or his/her designee.
6. The Pavilion facility may be reserved up to 365 days in advance.
7. Each group/organization and such individuals using the Pavilion facility shall execute an indemnity agreement indemnifying the Town against loss or damage.
8. Park and facility policies and operating hours must be observed. Time of use indicated on permit must be adhered to.
9. The person to whom this Pavilion Facility Use Permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use.
10. The contact person to whom the Pavilion Facility Use Permit is issued is responsible for cleanup after the event and is responsible for damages incurred to the Pavilion facility, equipment, or furniture during the event. The cleaning/maintenance deposit may be held until damages are paid in full.

Council Chambers & Depot

1. The Depot Facility is available for reservation between the hours of 6:00 A.M. and 10:00 P.M.
2. The Depot Facility is defined as the Depot structure, grassy area east of the Depot structure to Rumble St. and 10 parking places on the north side of the municipal parking lot west of the Depot structure as shown on *Exhibit A*.
3. All requests from groups/organizations other than departments of the Town of Troutman and their co-sponsored or affiliate groups shall be made on an official Depot Facility Use Application (*Exhibit B*) at least seven (7) days prior to the date of the event except as determined by the Facilities Coordinator. Confirmation of the reservation will be made upon receipt of the request, payment of required fees, and issuance of a Depot Facility Use Permit.
 - A. Fees and Deposits- Council Chambers
 - i. There is a two hour minimum charge for Council Chambers rental which includes a non-refundable \$10 administrative fee.
 - a. Rental fee for Town Residents and Businesses: \$5/hour.
 - b. Rental fee for Non-town Citizens and Businesses: \$10/hour.
 - c. Town of Troutman programs and Programs of organizations and agencies co-sponsored or affiliated with Town of Troutman: No charge.
 - d. Residency shall be determined by the address of the person or the address of the organization to which the Depot Facility Use permit is issued.
 - ii. A refundable cleaning/maintenance deposit of \$50 is required. The contact person to whom the permit is issued is responsible for cleanup after the event. If the Depot Facility is left in satisfactory condition, all trash removed, all conditions met and no damages reported, the deposit will be refunded. A Town employee will inspect the facility and advise the Facilities Coordinator on releasing the deposit.
 - iii. An optional service fee of \$15 is required for Town employees to relocate the picnic tables with attached benches that are located within the Depot Facility.
 - iv. An optional service fee of \$5 is required for Town employees to block off the 10 parking spaces that are included in the facility reservation.
 - v. One trash and one recycling container are provided. If additional containers are necessary, a fee to cover additional container(s) will be charged at the prevailing rate set by the Town's solid waste service provider. The Facilities Coordinator will determine if additional containers are necessary depending on the type and date of the event.
4. Cancellation of a booking must be made forty-eight (48) hours in advance of the date reserved to be reimbursed all fees except for the \$10 administrative fee.
5. No group shall be allowed to use the Depot Facility for more than one event per month without prior approval of the Town Manager.
6. The Depot Facility may be reserved up to 90 days in advance.
7. Each group/organization and such individuals using the Depot Facility shall execute an indemnity agreement indemnifying the Town against loss or damage.
8. Park and Facility policies and operating hours must be observed. Time of use indicated on permit must be adhered to.

9. The person to whom this Depot Facility Use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use.
10. The Contact Person to whom the Depot Facility Use Permit is issued is responsible for cleanup after the event and is responsible for damages incurred to the Depot Facility, equipment or furniture during the event. The cleaning/maintenance deposit may be held until damages are paid in full.

Depot Facility

1. Children must be supervised at all times.
2. Tobacco possession and use is prohibited*
3. Vehicles shall be parked in designated areas
4. Signs/banners promoting the event may be placed at the Depot structure and within 5 feet of the structure during the event, but not prior to the event, and must be removed promptly after the event.
5. No other signs may be placed on any portion of the Richardson Greenway (Ord. 11-03 (1))
6. One gas grill is allowed and must be located within the 10 parking spaces included with the reservation and no closer than the first parking space closest to the Depot structure.
7. No charcoal grills are allowed.
8. Pet owners are responsible for cleanup and disposal of pet waste.
9. Activities shall not disturb or unreasonably interfere with any person utilizing public areas near and adjacent to the Depot Facility including the public parking lot and Richardson Greenway.
10. Access through the municipal parking lot adjacent to the Depot Facility must be maintained at all times.
11. Decorations must be removed at the end of the event. No nails or staples may be used to affix decorations or for any other purpose. Failure to comply may result in forfeiture of the cleaning/maintenance deposit.
12. Food sales must be in compliance with Iredell County Health Department rules and regulations. It is the responsibility of the party renting the Depot Facility to obtain authorization from the Health Department for food sales.

Prohibited Objects and Activities

13. Glass containers
14. Littering/Dumping
15. Nails and staples
16. Unleashed dogs

Prohibited Objects and Activities except with proper permit

17. Firearms/Weapons*
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