



Building Use Policy

As a service to the community, Scotland County Parks and Recreation Community Centers may be made available on an equitable basis for the lawful activities of groups or individuals. Permission to use facilities does not constitute an endorsement of the event nor of the beliefs, viewpoints, policies or affiliation of its sponsors either by Parks and Recreation or the Board of Commissioners or any Board of Commissioner member. Facilities shall not be used for any purpose that is not a permitted use in the County's zoning regulations.

Allowable Uses for Facilities (examples, not an all-inclusive list)

- Individuals
- Groups officially affiliated with Scotland County
- Agencies that are affiliated with local, state or federal governments
- Legally established organizations, nonprofits and civic groups
- Private organizations, political party organizations, and other private groups

Reserving Facilities

Requests for the use of Parks and Recreation facilities must be submitted to Parks and Recreation during normal office hours. Reservations are not official until confirmed by Parks and Recreation, the Application/Agreement is signed, and the rental deposit paid. Official meetings of Scotland County government and its boards and commissions have first priority and take precedence over all other activities. Any conflict in scheduling shall be resolved in the County's favor. Non-county affiliated groups/individuals are prohibited from reserving the room/facility on a long-term basis, which is defined as: more than once per week or any usage during more than twelve consecutive months. Parks and Recreation and Scotland County reserve the right to assign/change room reservations, based on the number of attendees at the function, when rooms are being used simultaneously. Parks and Recreation and Scotland County reserves the right to refuse rental.

Sponsor Responsibilities

The event sponsor is responsible for setting up the room for the use for which it is intended and for cleaning and restoring the room to its original configuration upon completion of the meeting. The sponsor is responsible for disposal of any/all trash generated during the function. The sponsor assumes all responsibility for any damage caused to the county's facilities and equipment during their usage of the facility. Any damage must be reported immediately to the Parks and Recreation office.

Reservation and Sponsor Requirements

- A. Reservations for use of each facility will be accepted on a first come - first serve basis.
- B. Only persons 21 years of older will be approved to reserve and rent a facility, and sponsor an event.
- C. The person (including the entity) who reserves the facility on the Application/Agreement will be recognized as the sponsor of the event and shall be the person who is responsible for compliance with this policy.

- D. A \$100 deposit is required at the time of Application/Agreement signature. This is separate from the reservation fee and will be refunded after the event is over, facility inspected, and provided the facility is clean and without damages. This includes all decorations being removed and no damages to the facility walls.
- E. Any damages caused during the event, as solely determined by Parks and Recreation, shall be assessed to the sponsor and deducted from the deposit. If the damages exceed the amount of the deposit, the sponsor shall be responsible for any additional payment necessary to repair the damages to the county's satisfaction. Failure to pay for any damages may result in legal action against the sponsor and possible prohibition of future use of the facility by the sponsor/individual/group.
- F. Events held after regular community center hours require an additional fee of \$30 per hour, as a security guard(s) presence is required. Based on the size of the event, multiple security guards may be required. This fee is due seven (7) business days before the event.
- G. All reservation fees must be paid seven (7) business days in advance prior to the event date. If the final balance of the reservation is not paid within seven (7) business days of the event date, all deposits will be forfeited and the reservation canceled.
- H. Reservation times include setup and cleanup time. If the event requires time to set up, this time must be added at the initial reservation request.
- I. Parks and County staff will be on site to assist with events. Parks and Recreation staff are not responsible for setup or clean up of the facility.
- J. A \$30 service charge applies to returned checks.

Facility Rules and Prohibitions

- A. The maximum occupancy of any facility may not be exceeded.
- B. Three overhead lights must remain on at all times during all events.
- C. Adult supervision and responsibility are required for events involving children/minors. For every ten children under the age of 18, one adult shall be present.
- D. Only service animals are permitted inside Parks and Recreation facilities.
- E. Facility televisions or other electronic equipment cannot be used during events.
- F. Kitchens are included in the rental at no extra charge. No cooking is allowed inside buildings. No kitchen supplies are included in the rental. All items brought into the building should be removed, anything left in the building will be discarded.
- G. No smoking or tobacco use of any kind is allowed in facilities.
- H. No alcoholic beverages of any kind are allowed in facilities. Special permission for alcoholic beverages may be granted only by the Board of Commissioners.
- I. All parties shall comply with the laws of the State of North Carolina, United States and all applicable Scotland County rules and regulations. All persons in and on the property shall comply with official signs of a prohibitory or directory nature, and with the directions of security personnel or other authorized individuals. Scotland County and Parks and Recreation has the right to have persons violating any provisions removed from the premises and to prosecute any and all violators.
- J. No party shall engage in or permit disorderly conduct, or conduct which creates loud and unusual noise, or which obstructs the normal use of entrances, foyers, corridors, offices, elevators, stairways, parking lots or which otherwise tends to impede or disturb the general public.

- K. Weapons, reproductions of weapons, and any items capable of being conceived as weapons are prohibited.
- L. No additional locks can be installed on doors or equipment. The keys to all facilities shall remain in the possession of the County. Entrances and exits shall be locked and unlocked by a Parks and Recreation employee in accordance with the time set forth in the agreement.
- M. Admittance or entry to unoccupied offices in facilities is not permitted.
- N. Proper attire, including shirts, pants/shorts and shoes are required during use of County facilities. Offensive or gang-related clothing, whether printed or actual clothing, will not be permitted or tolerated.

Rental Fee Exemption

Meetings organized by Scotland County, its advisory boards, county-sponsored organizations or county authorized meetings of other local, state or federal governments are exempt from rental fees.

Rental Fees

Rental fees are assessed per room. If multiple rooms are reserved, chargers are incurred per room.

Available facility hours to rent include:

Monday - Friday 9:00 am - 9:00 pm

Saturday - 8:00 am - 12:00 am

Sunday - 8:00 am - 12:00 am

Space Available	Occupancy Max	Rental Fee	Security Fee	Deposit Fee
I.E. Johnson Community Center Multipurpose Room	230	\$40/hour	\$30/hour	\$100
I.E. Johnson Community Center Gymnasium	232	\$60/hour	\$30/hour	\$100
I.E. Johnson Community Center Multipurpose Room With Stage	428 chairs only 200 with table and chairs	\$100/hour	\$30/hour	\$100
Laurel Hill Community Center Leopard Multipurpose Room	35	\$40/hour	\$30/hour	\$100
Laurel Hill Community Center Eagle Multipurpose Room	49	\$40/hour	\$30/hour	\$100
Laurel Hill Community Center Gymnasium	122	\$60/hour	\$30/hour	\$100
Scotland Place	149	\$100/hour	\$30/hour	\$100
Wagram Community Center Classroom	40	\$40/hour	\$30/hour	\$100
Wagram Community Center Gymnasium	150	\$60/hour	\$30/hour	\$100