

THE CURRITUCK COUNTY SENIOR CENTERS POLICIES.

Currituck County Senior Centers or county-owned facility. The operational hours of the facility are 8:00am-5:00pm Monday-Friday. The center is closed on County Holidays. County Departments may schedule activities as space and time permits; however, Senior Centers activities retains scheduling priority.

Currituck County non-profit organizations and civic groups may request usage of the building after operational hours between the hours of 5:00p.m.and 11:00p.m.M-F and 8:00am-11:00pm Saturday & Sunday. Other requests will be approved based on the availability of space and time. Centers may be rented on County Holidays but Senior Activities will retain priority usage.

Usage is not available to out-of-county-groups and agencies. Profit-making entities are not granted usage of the centers. Programming for the Currituck Senior Centers (age 55 +) shall have priority, and scheduling of space and time must be coordinated with the Centers Coordinator or with the designee responsible for the scheduling

The County of Currituck will not be held responsible for loss or injury to any person or persons in connection with the use of the buildings.

Currituck Senior Center Building priorities are:

- 1) Senior Citizens
- 2) Community and Citizens of Currituck on a first come basis.

Powells Point Building priorities are:

- 1)Voting
- 2)Board of Commissioners
- 3)Senior Citizens
- 4) Citizens of Currituck on a first come basis.

Reservation agreements must be signed and on file with the center Coordinator or designee responsible for the scheduling 1 week prior to use. The key to the building must be picked up by 4:30 p.m. on the weekday immediately preceding the rental date, i.e. Friday for Saturday or Sunday rental dates. If the key is not picked up by this deadline, **no one** will be available to give the renter access to the building at any later date, including the rental date. If the renter should fail to pick up the key on time, the rental fee and deposit will be returned within two weeks of the rental date.

The person signing the agreement is held liable for cleanup and any damages or maintenance fees incurred as a result of his/her group's activities. Facilities should be left as found: if not , the deposit will not be returned.

Powells Point Building-Maximum Occupancy is 54

Fees and Deposits:

Use of building: \$100.00

Deposit for rentals: \$100.00

Currituck Senior Center- Maximum Occupancy is 72

Use of Main Room: \$100.00

Use of the kitchen and main room: \$125.00

Deposit for rentals: \$100.00

If you wish to get into the building prior to the agreed rental time (with approval from the Coordinator or with the designee) there is an additional fee of \$25.00.

Signature_____Date_____

Staff Signature_____

Date_____

Currituck Senior Center
And
Powells Point Community Building
Guidelines

1. The center may not be used for political activities inclusive of debates, meet-the-candidates, campaign lunches, precinct meeting, concerned citizens groups, etc.
2. The center does not rent to long or short term renters.
3. Alcoholic beverages and illegal substances are prohibited in and on the premises.
4. Firearms are not allowed on the premises or inside the building except by law enforcement or authorized personnel.
5. A no smoking policy will be utilized inside the center and approved smoking containers must be used on the outside of the building.
6. The renter must furnish own food and beverage and it is the renters responsibility to clean up and sweep and mop the floor, wipe the tables and chairs down. The renter sets up the tables and chairs like they found them (see diagram). All trash, food, bottles, cans, decorations, etc. are to be removed from the buildings and grounds by the user. The kitchen **must** be left clean. If any of this is not done **your deposit will not be refunded.**
7. Any activity involving children(18 yrs and under) requires constant supervision.
8. The group may only use the main multi-purpose room.
The exercise room, card room and craft room are not for rent or use.
9. Use of the building office equipment is prohibited. The renter is asked to make arrangements in advance if they would like to use the TV/VCR.
10. For safety purposes, fire extinguishers may not be blocked. These safety devices **must remain visible at all times.**
11. Two trash bags and a roll of paper towels will be provided by the center.
12. Bulletin boards are for the use of the Older Adult Nutrition Program and not included in the rental of the buildings.
13. The piano is a very delicate instrument and is not to be moved.
14. Only tape is to be used on the walls and woodwork of the building. Tacks, staples Or any other products are not permitted.
15. For safety purposes, furniture may not be stored in the halls.

16. Failure to adhere to any of the above policies may result in future denial of the buildings and deposit will not be refunded.

I have read the facility requirements and policies listed and agree to adhere to those policies and to inform the other members of these requirements.

Signature _____ Date _____
Renter

Staff Signature _____ Date _____