

MORRIS LYNCH COMMUNITY BUILDING

301 South Front Street

252-798-2001

Hamilton, NC 27840

The Morris Lynch Community Building offers a service to the citizens of Hamilton through governmental agencies, civic organizations, family gatherings and church functions. It was designated to serve the people of the town and provide educational experiences, build better relationships and make a better community in which to live.

RENTAL USAGE POLICIES

The Town Clerk will schedule the facilities for all groups.

The following guidelines will govern the use:

1. Usage must be for an acceptable or worthwhile purpose. This building is to be used only for governmental & civic organizations & for family or church functions, unless expressly authorized by the Hamilton Mayor & Board of Commissioners. This building will not be used for profitable functions. **(NO BUYING, SELLING OR TRADING FOR PROFIT)**
2. **No entrance or other fees are to be levied by the user of the building unless negotiated.**
3. **A deposit of \$100.00 in addition to the usage fee of \$200.00 totaling \$300.00 per rental** must be paid prior to booking the usage date scheduled. This fee covers the usage of the building from 8:00 a.m. to 11:00 p.m. The building must be clean when you leave.
4. The purpose of the usage fee is for building maintenance and upkeep, not for cleaning.
5. The size of the group must not exceed 100 people inside. (fire code regulations)
6. Responsibilities of users:
 - a. Turn off all lights and heating and/or air conditioning.
 - b. Do not open windows.
 - c. Lock all doors before leaving. Use the front exit.
 - d. Leave all tables and chairs in their original positions.
 - e. Sweep all areas utilized by group.
 - f. Remove all garbage, waste, etc. and put in trash can outside.
 - g. Building must be left in same condition as found by user.
 - h. Items removed from a building or damage occurring during use are the sole responsibility of the person who negotiated usage. This person is liable for restitution.
 - i. Turn off stove and ovens in kitchen area. Remove all items from refrigerator. Clean areas used by caterer.
7. NO decorations may be attached to WALLS OR CEILINGS. NO EXCEPTIONS WILL BE MADE. Do not remove any decorations that belong to the Morris Lynch Community Building.
8. No group shall be permitted to utilize this building on a continuous basis. The building must be available for community use. **UNLESS APPROVED BY THE HAMILTON BOARD OF COMMISSIONERS.**
9. EXTREME CAUTION must be exercised to prevent a possible fire. Positively no smoking inside the building including bathrooms. Candles must be in some type of holder. Familiarize yourself with the location of fire extinguishers. There will be no open fires permitted on the Morris Lynch Community Building premises or grounds.
10. There will be no overnight camping on the premises or grounds.
11. **Alcoholic beverages are not permitted on the grounds or inside the Morris Lynch Community Building. NO EXCEPTIONS WILL BE MADE.**
12. The Town of Hamilton assumes no liability for personal injury. The Town of Hamilton will not assume any responsibility for the behavior or the safety of groups using these facilities. This responsibility must be assumed by the organization or group using the building. The Town of Hamilton will not be responsible for items lost or damaged during or following the use of the building or any damage to any property in the parking lot or any other area of the Morris Lynch Community Building and Grounds.
13. If law enforcement is needed for security and/or traffic control, it will be the responsibility of the applicant to assure that this will be provided.
14. Groups for which user fees have been waived such as governmental organizations and school functions, are required to follow the same rules and procedures as set out in this guide (i.e., clean-up, taking out trash, etc.). They will also submit a deposit of \$100.00 along with a signed application of use.
15. A check to reimburse the deposit will be issued **BY MAIL** after the key is returned and premises are inspected and everything is found to be clean and there are no damages.
16. Reservations cancelled thirty (30) days before the scheduled rental date will receive a full refund.
17. Any user of the building not complying with the above policies forfeits future use of the building.
18. The Town of Hamilton reserves the right to deny use of the facility for any event, based upon just cause.
19. **NO LOUD OR OBSESSIVE NOISE. RENTERS MUST OBIDE WITH THE TOWN OF HAMILTON'S NOISE ORDINANCE.**

These guidelines will become effective January 1, 2007, and continue until amended by the Hamilton Mayor and Board of Commissioners.

Name: _____

Date: _____

Signature: _____