

VILLAGE OF MISENHEIMER COMMUNITY BUILDING USE RULES

1. The Village of Misenheimer Community Building located at 48903 Lions Club Road in Misenheimer, NC is available to be utilized seven (7) days per week, year round, excluding the times established by the Village Council. Each usage will be daily unless other arrangements are made with the Village Council and/or the Village Administrator.
2. A person must be twenty-one (21) years of age or older to utilize the Community Building. Any groups of youth under the age of twenty-one (21) are required to have chaperones. One chaperone would be responsible for signing the Building Use Agreement.
3. The Community Building is not to be used after 11:00 P.M.
4. No person shall be permitted to use the Community Building without having made reservations and paying the required fee for its use. Refer to the Village Fee Schedule for usage fees. The usage fee is set by the Village Council and payment is required prior to use. A Building Use Agreement must be executed between the Village and the person or organization utilizing the Community Building.
5. The Community Building will be unlocked by the Misenheimer Police Department at the time requested on the Community Building Use Agreement. If necessary, contact the Officer on Duty at 704-463-3000 if access is needed at a different time than designated.
6. The outdoor brick grill under the wooden shed is NOT to be used. Turkey cookers are prohibited as well as oil fryers of any type. Gas grilling is allowed in designated areas upon permission by the Village Manager. A designated area is one that is not closer than 15 feet from any structure on the property. The person or organization must be approved for outdoor grilling by the Village Manager. Renter must bring their own outdoor gas grill. Charcoal grills are not allowed due to ember disposal.
7. Advance access for decorating can be arranged only if the Community Building is not previously in use.
8. No smoking is allowed in the Community Building.
9. No gambling, tobacco products, poisons, flammable fuels, hazardous materials, and/or drugs are allowed in the Community Building or its parking lot. Weapons are not allowed at the Community Building exclusive of those carried by law enforcement officials.

10. An additional insurance policy is required if alcohol will be consumed on the premises. Go to the website www.gatherguard.com, select “Get a Quote”, and input the Community Building ID Code which is: **0501-1885**. A Certificate of Insurance (COI) will be emailed to the Village. The COI must be received at least one week prior to the event.
11. Use of the Community Building may not sublet to another person or organization.
12. The Community Building may not be used for flea markets or yard sales, unless specifically allowed by Village Council.
13. No open flames and no use of fireworks are allowed. **Exceptions:** Candles on cakes, making sure wax does not drip on the floors. Any candles other than those on birthday cakes must be approved by the Village Council and the Stanly County Fire Marshal prior to the Building Use Agreement being executed.
14. Decorations, fixtures, furniture, etc. placed by the person or organization utilizing the Community Building must be removed immediately following the building’s use. No decorations are allowed that may cause damage to the Community Building. No decorations are allowed on the walls or ceilings. Any damages that occur to the Community Building or fixtures are the responsibility of the person or organization signing the Building Use Agreement and must be reported to Village Manager.
15. All trash shall be bagged, placed in the outside green waste receptacle, and placed at the road for pick-up on the following Tuesday. Cleaning supplies are available for use in the Community Building and are stored in the cabinet under the kitchen sink.
16. Maximum occupancy load in the Community Building is 91 persons with tables and chairs or 100 with chairs only.
17. The noise level shall be moderate in due respect to the Village residents and to comply with the Village Noise Ordinance.
18. The person or organization signing the Building Use Agreement shall pay for the cost of all damages to Village property resulting from use of facility. This amount shall be paid as soon as the Village Manager contacts the person or organization signing the Building Use Agreement with the amount of the damage.
19. Usage of the Community Building can be denied if the event or activity is not deemed to be an appropriate usage for the Community Building by the Village Council.
20. The Village can be released from Building Use Agreement at any time the person or organization signing the Building Use Agreement violates the agreement.

21. Any exceptions to these rules and regulations must be approved prior to the usage by an authorized Village Official (Council Member, Village Member or Chief of Police).
22. The Village will not be responsible for any lost or stolen property of the person or organization utilizing the Community Building.