

APEX COMMUNITY CENTER – Facility Reservation Request Worksheet  
53 Hunter Street Apex, NC 27502 \* Phone (919) 249-3402

**Applications are processed only during the business hours of Monday through Friday, from 9am-5pm.**

Rental Facilities are only available to Residents of Apex, age 21 years or older. To qualify as a resident the requesting party must reside within the Town's incorporated limits, as defined by the Planning and Community Development Department. No other individuals, businesses or entities may rent the facility. Facilities are not available on Town Holidays. Normal hours of operation are Monday – Friday from 8:00am-9:00pm and Saturday 9:00am-6:00pm. A two hour minimum is required for each room and a \$100 deposit is required. Rental request beyond normal operating hours are subject to staff availability and an additional Attendant Charge of \$40 per hour. After hours requests may go no later than midnight Friday and Saturday; no later than 10:00pm Sunday-Thursday.

Name \_\_\_\_\_ Phone (h) \_\_\_\_\_ (w/c) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Date: *circle* **M T W Th F S Su** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Hours Requested From \_\_\_\_\_ To \_\_\_\_\_

Will food be served? Y N Private Caterer? Y N

Expected Attendance \_\_\_\_\_ Number of those under 18 \_\_\_\_\_

**Meeting Rooms**

**Summit**

**Pinnacle**

**Zenith**

Each room is available for \$25 per hour and comes with seven standard 3' X 6" folding tables and 42 folding chairs. Rooms measure 31'X31' or 961 sq. feet. Stand up receptions allow for 100 guests, Theatre seating 80 guests, and Banquet seating 65 guests.

**Additional chairs are available at .50 each and tables for \$3**

Tally of *ADDITIONAL* tables and chairs requested? \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_

**Additional Rooms**

**Catering Kitchen**

**Arts & Crafts Room**

Each room is available for \$15 per hour. The kitchen includes only a microwave, ice machine and refrigerator. The Arts & Crafts Room is restricted to a maximum of 20 adults or 15 children. All furniture must stay within room and not be placed in the hallway at any time.

Will there be music or amplified sound? Y N Please describe the type of audio devise or sound system:

\_\_\_\_\_

Specific Details of Rental Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## AGREEMENT AND UNDERSTANDING OF RULES AND REGULATIONS

- a) Rentals require a minimum of one adult per 20 youths under age 18.
- b) The party signing this application must be 21 years of age and is held responsible for any and all damage or misuse of facilities and shall bear full replacement cost for any breakage, loss or damage, via a portion or full forfeiture of the \$100 damage deposit and or additional monies if costs exceed the deposit amount.
- c) All setup and cleanup time MUST BE INCLUDED in your rental time. Groups arriving early or staying later than specified will be charged ½ the hourly rate from 1-30 minutes and the full hour rate for staying beyond the 30 minute mark. If you are using a caterer, consult with them to ensure adequate set up and clean up time is provided in your rental application.
- d) Rentals accommodating over 100 guests, require the approval of the APR&CR Director, prior to booking and may be subject to 1) additional damage deposit 2) security provided by the Apex Police Department, negotiated and coordinated by, and at the expense of the rental group, prior to rental approval.
- e) There is to be no cooking within the facility. Groups must make their own catering arrangements. **NO ALCOHOLIC BEVERAGES** are allowed on Town Property.
- f) Any personal items brought into the facility are the group's responsibility. No outside furnishings such as tables or chairs are permitted.
- g) No rice, birdseed, incense, fog/bubble/smoke machines, inflatable rides/games are permitted inside or outside the facility.
- h) No decorations are allowed affixed to walls. Only freestanding and table top decorations are permitted.
- i) The Town of Apex does not provide audio equipment, podiums or sound systems for rental. In additions, extension cords, fans, heaters, microphones, coffee makers and any other ancillary equipment are not available to rent or borrow from the Town of Apex. All such items must be provided by the group renting the facility.
- j) The Town reserves the right to deny any rental application where the proposed use is deemed to conflict with planned programs or adjacent or existing rentals.
- k) Facilities can not be rented by persons or groups for purposes of making a profit, fundraising, auctioning, selling, trading or exchanging products and services UNLESS by a qualified non profit group exhibiting proof of 501c3 status at time of application and with the prior approval of APR&CR Director.
- l) Non Profit groups, exhibiting proof of 501c3 status at time of application, are eligible for a 50% reduction of rental fees, for rentals occurring Monday through Friday, between 9-5pm. This reduction does not apply to any extra fees or to the required damage deposit.
- m) Rental requests which exceed normal operating hours are wholly contingent upon the availability of TWO staff members, and subject to the additional attendant fee of \$40.00 per hour.
- n) Any rental amendments must be made at least seven business days prior to the date of rental. This includes but is not limited to: requests for change of room, adding equipment like chairs and tables and altering time blocks.
- o) Rentals are booked on a first come first served basis only, cannot be renewed at the end of the rental agreement and may not be booked any further in advance than three months, or to a maximum of 12 rentals per calendar year otherwise approved by the APR&CR Director.
- p) The following shall be prohibited within or on the facility premises; 1) smoking within the building, 2) all illegal drugs or other substances, 3) weapons of all kinds except for Law Enforcement Officers in the execution of their duties or during Town of Apex approved public demonstrations, 4) animals of any kinds with the exception of those serving the needs of the physically challenged, 5) use of profanity, profane gestures and any unruly behavior detrimental to the normal operation of the facility or the safety of the public and employees, 6) and/or any other action deemed necessary by the Town of Apex, or its designee, to protect the health and welfare of the public, employees or the facility.

### **Cleaning**

A cleaning guideline sheet and the location of cleaning supplies will be provided by the front desk staff member. Renters are encouraged to inspect the condition of room before and after rental completion. The room must be returned to the original state upon rental completion. Failure to follow the guidelines will result in a portion, or all, of the damage deposit to be retained.

### **Refund Policy**

- a) No reschedule, credit or refund, in any amount including damage deposit, will be made if group cancels the rental event less than seven business days prior to the rental.
- b) If group requests a change, more than seven days prior to the rental event, all fees and deposits may be transferred subject to room availability and the availability of required staff, however reschedule dates may occur no later than thirty days from original date.
- c) If group cancels 7-59 business days prior to rental only a 50% refund will be issued upon written request. If group cancels rental 60 or more business days prior to rental a 90% refund will be issued upon written request.
- d) The Town of Apex reserves the right to cancel reservations if such cancellation is deemed to be in the best interest of the Town or if the Community Center is closed due to Acts of God. A full refund, including damage deposit, will be made if the Town cancels the rental.

### **Damage Deposit Refunds**

- a) Upon full compliance with all the referenced contract conditions, APR&CR staff will send to the Apex Finance Department, a Refund Request, after calculating any applicable charges subject to deduction from the damage deposit.
- b) Damage deposit refunds are issued to the Apex Resident making application for the rental.
- c) Under normal conditions the Apex Finance Department issues a refund via mail, within 3 weeks of the refund request.