



## **Town of Granite Quarry Policy for Providing Service at Parks and Buildings**

**Purpose:** It is the purpose of this policy to insure the proper interworking of all Town departments concerning the services provided at our parks and buildings.

**Policy:** This policy outlines the responsibilities for Administration, Maintenance, Fire and Police concerning the services provided at our parks and buildings. Each department head is responsible for their department's compliance.

### **Procedures for providing service:**

#### **A. Administrative Staff Duties**

- Have all rental fees collected and rental information filled out and on file.
- All renters must complete an application to, at minimum, include the following information: Planned use of the facility, date of use, rental time needed (including set up and clean up time), number of people expected in building, if security is needed at the event.
- Provide renters with a key and collect key deposit.
- Provide maintenance or fire personnel with a rental informational form to be posted stating the renter's name and time frame reserved.

#### **B. Maintenance Staff Duties**

- Primarily responsible for the maintenance of the facilities and stocking of supplies for the facility as well as having paper products in place.
- Have an on-call maintenance staff member available for repairs after business hours.
- Maintenance personnel will provide tours of the facilities, if needed, during normal working hours.

#### **C. Fire Staff Duties**

- Closing the parks at the end of the day and checks for facilities for vandalism. Checking restroom facilities at the end of the day for general condition and paper products being in place.

#### **D. Police Staff Duties**

- The on-duty police officer will open the rest rooms for the two parks each day around 6am.
- The officer will also check for vandalism when opening the parks.
- Security may be required and will be determined by the nature of the activity and the number of participants. Security needs will be determined by the Policy Chief.

## **E. Building Capacity**

### **Maximum capacity for the Legion building:**

Full-seating capacity: 75 people maximum (all tables and chairs set up)

Semi-seating capacity: 150 people maximum (no/limited tables and chairs set up)

### **Maximum capacity for the Town Hall building:**

Full-seating capacity: 56 people maximum (all tables and chairs set up)

Semi-seating capacity: 121 people maximum (no/limited tables and chairs set up)

Standing room capacity: 170 people maximum (no chairs or tables in use)

### **Maximum capacity for Fire Department meeting room:**

Full-seating capacity: 106 people maximum (all tables and chairs set up)

Semi-seating capacity: 228 people maximum (no/limited tables and chairs set up)

Standing room capacity: 320 people maximum (no chairs or tables in use)

## **F. Housekeeping and building condition**

- Maintenance personnel will check each facility each morning to ensure the facility is clean in working order.
- The on-duty firefighter will check the parks and rental facilities on weekends and holidays to ensure the facility is clean and in working order.
- The on-duty firefighter working weekends and holidays will check the shelters and Legion building after each renter vacates the facility to make it ready for the next renter.
- If major cleaning is required by maintenance or fire, the time and number of personnel involved with the cleanup will be noted to bill the renter for these services.

## **G. Requests for assistance**

The on-duty maintenance personnel will be called if repairs are needed beyond the norm.

(Example: commode clogged and on-site persons cannot unclog it, water line is broken, etc)

### **Lake Park Information**

Physical Address: 500 North Salisbury GQ Avenue

Open Dusk to Dawn

Shelter with 6 tables and 1 grill

Open picnic area with 1 table and 1 grill

2 additional open picnic tables

Lake with paved walking paths and 2 observation paths

Playground

Gazebo

### **Civic Park Information**

Physical Address: 202 Peeler Street

Open Dusk to Dawn

Main shelter with 8 tables, kitchen, restrooms, 2 grills

Small shelter with 2 tables and 1 grill

Open picnic area with 1 table and 2 grills

Large playground

Basketball courts, baseball field with dugouts and backstop, beach volleyball, 3 tennis courts

Tennis court and baseball field lights turn off at 9pm

Paved walking paths

**\*\*Restrooms winterized/not open in the winter, refer to Maintenance Supervisor for date**



## Request for Park Shelter/Gazebo Rental

### **Rental Rules:**

Reservation is for the shelter and its amenities, not the entire park.

Only painter's or masking tape is allowed – no nails or tacks.

Rental area and all accessed areas (bathrooms/kitchens) must be left clean and in order.

NO farm animals on park property.

Date of request submitted for approval \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Which facility requested? \_\_\_\_\_

Person responsible for submitting request \_\_\_\_\_

Phone number \_\_\_\_\_

*A photo ID is required to be on file to complete reservation.*

Requested date for rental \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time: \_\_\_\_\_ until \_\_\_\_\_ (including set up and cleaning time)

### **Rental costs are as follows:**

#### **Granite Quarry Residents:**

Up to 4 hours \$35      Up to 8 hours \$50      More than 8 hours \$75

#### **Non-Residents:**

Up to 4 hours \$50      Up to 8 hours \$75      More than 8 hours \$100

Electricity Activation/Use (if using/needed) : \$25 per 4 hours of use

Inflatables &/OR games in the park require an additional application.

Civic Park Kitchen Fee (non-refundable)

Granite Quarry Resident: \$15      Non-Resident: \$50

Deposit of \$10 is required for kitchen keys. Keys must be returned within 3 business days after rental.

Failure to return key within 3 business days forfeits all monies.

### **FINAL FACILITY RENTAL COSTS FOR THIS RESERVATION:**

**Total of Rental Cost:** \_\_\_\_\_

**Key Deposit:** \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

Approval of Use of Facility

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Approved