



## **Town of Granite Quarry Facility Rules and Requirements**

### **Policy for Legion Building Use**

**Policy:** This policy outlines the rules and requirements for use of the Legion Building. All uses of the facility that are not detailed in the procedure must be approved by the Town Clerk, Planning Coordinator or Town Manager.

For groups using the Legion Building multiple times: If rules and requirements are not followed the Town of GQ will issue group using the Legion Building a warning. If there continues to be an issue, we will not return the posted deposit of \$150. If wanting to continue renting Legion Building, we will require another \$150 deposit at that time. After a third issue we will deposit the \$150 and you will be prohibited from rental of the Legion Building.

We reserve the right to cancel reservations.

***Alcoholic Beverages are PROHIBITED.***

### **Procedures for Facility Use and Approval**

#### **A. General Procedures**

- Primarily the facilities will be utilized by citizens of Granite Quarry and the surrounding communities.
- Responsible person(s) must complete the attached form "Request for Use" for any facilities.
- All groups must state the following prior to acceptance to use the facilities.
  1. Planned use of the facility
  2. Date of use
  3. Rental time needed – includes set up and clean up time
  4. Number of people expected in the building
  5. Number of supervisors (for youth groups, etc)
  6. For all uses within this policy a request form must be filled out and submitted for approval 1 week prior to use.
  7. Where circumstances beyond the control of the requesting group do not allow sufficient time for the required 1-week notice, the Clerk may approve the activity as long as it does not conflict with the building use or intent.
  8. If the request for use of the GQ Legion Building is denied by the Clerk or Planning Coordinator, the requestor may appeal the decision to the Town Manager.

## **B. Citizens and Groups**

- Generally the facility may be used by all citizens of GQ and surrounding communities at normal rates. A usage fee and housekeeping deposit will be charged. Other fees may be applicable.

## **Facility Usage Fees, Supervision, Security, Building Capacity and Housekeeping**

### **A. Usage Fees**

- A usage fee will be set as a part of the annual budgetary process. Refer to the Schedule of Fees for the fiscal year for more information.

### **B. Supervision**

- All activities held at the facility must have at least one (1) named responsible person to uphold all rules and criteria.  
- For activities involving youth (ages 12-17) there must be at least one (1) responsible person for every 10 youth.

### **C. Security**

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 Police Chief.

### **D. Building Capacity**

The size of the group may be limited due to facility and/or specific area capacity. Size limitations are determined in part by the NC State Fire Code, supervision provided, the current state of the building facilities, etc.

Maximum capacity for the Legion Building depends on the usage/set up of tables and chairs, by renter.

*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)*

### **E. Housekeeping**

- Housekeeping is the responsibility of those renting the Legion Building. All areas of the facility that are used must be cleaned and left in the condition they were found.  
- If the renter chooses not to do their own housekeeping, the deposit is forfeited to the Town of Granite Quarry.  
- If a Town of Granite Quarry employee is the responsible party signing for the rental, a deposit will not be required.

There are 12 six-foot tables, 3 eight-foot tables, and 65 chairs for use in the Legion Building.



## Request for Legion Building Facility Use

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

Group requesting use of facility \_\_\_\_\_

Planned use of the facility \_\_\_\_\_

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

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

Number of people expected \_\_\_\_\_ (refer to building capacity information)

Age range of group using facility \_\_\_\_\_

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

Phone number of responsible person \_\_\_\_\_

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

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

#### **Up to 6 Hour Rental:**

Granite Quarry Resident: \$100

Non-Resident: \$250

Civic Group/Church Group (in Town limits): \$50

Civic Group/Church Group (out of Town limits): \$150

#### **More than 6 Hour Rental:**

Granite Quarry Resident: \$150

Non-Resident: \$350

Civic Group/Church Group (in Town limits): \$75

Civic Group/Church Group (out of Town limits): \$200

No fees for nationally chartered Granite Quarry youth or school groups.

ALL rentals require a deposit of \$150.

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

**Building Rental Cost:** \_\_\_\_\_

**Cleaning Deposit:** \_\_\_\_\_

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

Approval of Use of Facility

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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