



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 Dawn to Dusk

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 Dawn to Dusk

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



Town of Granite Quarry Facility Rules and Requirements

Shelter/Gazebo Use

This document outlines the rules and requirements for use of the Shelters and/or Gazebos. All uses of the facilities that are not detailed in the procedure must be approved by the Town Clerk, Office Assistant, or Town Manager.

We reserve the right to cancel reservations.

Alcoholic Beverages and Tobacco Products 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 a “Request for Use” form 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 at gathering
 5. Number of supervisors (for youth groups, etc.)
 6. For all uses within this document, a request form must be filled out and submitted for approval at least 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 facility use or intent.

B. Citizens and Groups

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

Facility Usage Fees, Supervision, Security, 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. 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.

E. Housekeeping

- Housekeeping is the responsibility of those renting the Shelters and/or Gazebos. 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, you may forfeit the ability to use Shelters and/or Gazebos in the future.

