

Town of Faison  
Anne Stroud Taylor Recreation & Wellness Center  
**RESERVATION AND RENTAL POLICY**

The Anne Stroud Taylor Recreation & Wellness Center is owned and operated by the Town of Faison. Its purpose is to provide Town-sponsored or co-sponsored recreational, educational, and/or community programs for the Faison community. When Recreation or Wellness Center space is not scheduled to be utilized by the Town of Faison, organizations and individuals may reserve and rent space for their use in accordance with this Reservation and Rental Policy.

Recreation and Wellness Center facilities available for rental include a large multipurpose room, gymnasium, and kitchen. These facilities may be rented and reserved to individuals; civic, educational, recreational, and cultural non-profit groups; and to business organizations. Rental rates, charges, and/or fees are established and approved by the Faison Board of Commissioners.

**POLICIES**

1. If the applicant (“Renter”) is an individual, Renter must be 21 years of age or older. If Renter is an entity, a responsible adult, age 21 years of age or older, must be present and supervising at all times.
2. Renter will comply with maximum building and room capacities (which is 300 limit) set forth by the Duplin County Fire Marshall, and will also adhere to the number of attendees in which Renter states in this Recreation and Wellness Center Rental Application.
3. Renter will comply with all laws, ordinances, and regulations adopted or established by federal, state, county, or Town of Faison and require that all its attendees comply with same. Renter will comply with all the Recreation and Wellness Center rules and regulations and will require that all its attendees comply with same.
4. The Town of Faison or its agents will not be responsible for any accidents or personal injuries that occur during the rental period. Renter is responsible for:
  - **The actions of the participants in their group and/or event.**
  - **Any stolen goods**
  - **Cost of any professional repairs or replacement of any damages to the facility or equipment**
5. Decorations/exhibits will be limited to free standing or tabletop items only. Decorations must not be hung on facility walls, windows, ceilings or block from view any permanent signage installed as part of the Recreation and Wellness Center.
6. Renter shall not bring or permit any animals or birds, including performers and pets, in the Recreation and Wellness Center. Exception: animals trained as assistance for handicapped persons.
7. Renter’s event shall end no later than 10:00pm, not to include clean up time. An ending time after 10:00pm must be requested and approved by the Board of Commissioners during the rental application process.

8. Renter's reservation is for the hours specified on Renter's reservation application that has been approved by the Town of Faison. Please make sure that you request enough time for set up and clean up. Renter will be subject to additional charges for time that exceeds the approved hours.
9. Rental applications should be submitted at least 2 days prior to the date requested. Rental payment is due 48 hours prior to scheduled event.
10. A rental security deposit will be required upon completion of application. Rental security deposit will be \$100.00. The deposit will be returned after premises have been inspected by staff to ensure the facility is left in manner consistent with the way it was found on their arrival.
11. **The Faison Recreation and Wellness Center restrictions:**
  - **No smoking**
  - **No alcoholic beverages**
  - **No illegal drugs or substances**
  - **No weapons**
  - **No glitter or confetti on tables or floors**
12. Renter agrees that at all times the event and all activities will be conducted with full regard to public safety and will observe and abide by all applicable regulations and requests by duly- authorized governmental agencies responsible for public safety and with the Town of Faison to assure such safety. All portions of sidewalks, entries, doors, passages, halls, corridors, and all ways of access to public utilities of the premises shall be kept unobstructed by Renter and shall not be used for any purpose except for ingress or egress to and from the premises of Renter. Renter agrees to not bring onto the premises any material, substance, equipment or object which is likely to constitute a hazard to the property thereon. The Town of Faison shall have the right to refuse any such material, substances, equipment, or object, as well as the right to require its removal.
13. Renter assumes all costs, liabilities, and claims arising from the use of patented, trademarked, franchised, or copyright music, movies, devices, processes or dramatic rights used on or incorporated in the event.
14. The Town of Faison reserves the right to make cancellations to any reservation at any time due to staffing availability and other unforeseen circumstances. Cancellation notices will be issued as far in advance as possible. All rental fees will be returned in full if the cancellation is initiated by the Town of Faison. The Town of Faison will not be liable for any other costs incurred by Renter due to cancellations made by the Town of Faison.
15. Cancellations initiated by Renter more than 48 hours prior to the reservation date shall be granted a refund of paid rental fees and any deposits. Cancellations initiated by Renter less than 48 hours of the scheduled event shall be granted a refund of any paid deposits and 50% of the total rental fee.
16. There will be **no events** in which admission is charged, items are sold, contributions are made, or money is paid for any reason. The Town of Faison reserves the right to make exceptions for non-profit groups or organizations that directly benefit the Faison community and who request exemption in writing in advance.
17. The Town of Faison reserves the right to refuse rental to any person or group for any event that, at the sole discretion of the Town, is deemed to potentially impair the health, welfare, and/or public safety of citizens or the efficient operation of the Recreation and Wellness Center.

18. At the conclusion of the rental, renter must ensure that the facility is left in the manner that is consistent with the way it was upon their arrival. Renter will be expected to complete a final walk-through with staff member:
- All floors are swept/mopped if there were any spills
  - Tables and chairs are placed back to how they were before rental
  - All trash is picked up and taken out
  - All decorations are taken down
  - Tables and chairs wiped down if necessary
19. The Town of Faison reserves the right to amend and/or modify these policies if necessary or if it is in the best interest of the Town of Faison.
20. Applicant needs to be on site for all rentals.
- 21. By signing this statement, you agree to only use parts of the facility that you are renting. The cameras will be checked after the rental to make sure you have done so. If you are seen using parts of the building that you did not pay for you will be charged from your deposit.**

The undersigned Renter certifies that it has read all the rental policies and understands that it is the responsibility of the Renter and its guests to adhere to the policies at the event for which Renter has reserved and rented the Recreation and Wellness Center. Renter agrees to defend, indemnify and save harmless the Town of Faison, Commissioners, and Town Staff from and against any and all liabilities, demands, claims, damages, losses, costs and expenses of whatsoever kind or nature in connection with the use of the facilities, including, without limitation, any and all direct and indirect costs of defense, made against, or incurred or suffered by, any such indemnities as a direct or indirect consequence of injury, sickness, or disease, including death, to persons; or destruction of property, including without limitation, the loss or use of property, or any other cause of action, arising out of, resulting from, or which would not have occurred or existed but for Renter's use of the Recreation and Wellness Center. This indemnity shall include, without limitation, any and all liabilities, demands, claims, damages, losses, costs and expenses caused, or alleged, to have been caused by any negligence or any other act or omission of the Renter or guests.

**IF RENTER IS AN INDIVIDUAL:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Membership number \_\_\_\_\_

**IF RENTER IS AN ENTITY:**

\_\_\_\_\_  
(Print Entity Name)

By: \_\_\_\_\_  
(Signature of authorized person)

Name: \_\_\_\_\_  
(Print name of authorized person)

Title: \_\_\_\_\_  
(Print capacity of authorized person  
(President, Vice President, etc.)

Town Staff Signature: \_\_\_\_\_

Date \_\_\_\_\_

Adopted June 23, 2010, Revised October 2, 2019, Revised July 6, 2022

Town Documents/Recreation/New Rules/5 Yr Plan/Faison Recreation Rental Policy