

John M. McEwen Assembly and Flex Room(s) Contract

Town of Mint Hill
4430 Mint Hill Village Lane
Mint Hill, North Carolina 28227
704-545-9726 Fax: 704-545-0802

(Please Print or Type) Date Request Made: _____

Room Requested: John M. McEwen Assembly Room _____ Flex Room _____

Group: _____

Applicant/Submitted By: _____

Address: _____

Home/Office Number: _____ Mobile Number: _____

Email Address: _____

Date Requested: _____ Opening Time: _____

(Sign above stating the Person/Organization agrees to comply with the policies listed below)

Town Resident: \$50.00 Deposit & \$35.00 Fee Non-Resident: \$50.00 Deposit & \$100.00 Fee
Deposit will be returned if the rules are abided by and the room is left clean and in good order.

Entry to the Town of Mint Hill Instructions to Be Completed by Town Staff

Your organization may enter the Mint Hill Town Hall on the date of your reservation after regular business hours only on the date and time requested above. Please use the code provided below to access the building and/or Flex Room. Due to security concerns the pass code must be used by those attending the meeting. Under no circumstances are the doors to Town Hall to be propped open.

To enter Town Hall and/or the Flex Room you will need to enter the code below on the Pin Pad:

_____ and press #

(Office Use Only)

Fee Paid: _____ Approved: _____

Deposit Requested: _____ Damage Noted: _____

**Please note the policies for community use of the facilities continued on this document.

**Policy for Community Use of the John M. McEwen Assembly Room and
Mint Hill Town Hall Flex Room**

BE IT RESOLVED by the Board of Commissioners of the Town of Mint Hill that:

Realizing the citizens of the Town of Mint Hill may wish to use the Mint Hill Town Hall Flex Room for community activities, the following policies, rules, regulations and rate schedules are hereby adopted:

Use of the Flex Room shall be for non-repetitive activities of short duration which are in the interest of the Town, provided such activities do not conflict with the regular scheduled or called meetings of the various Boards and Committees of the Town necessary to conduct the official business of the Town. For purposes of this rule, non-repetitive activities are defined as those activities requiring the use of the Assembly or Flex Room(s) no more than once every thirty (30) days.

In case of conflict between a meeting of the various Boards and Committees and the Town, forty-eight (48) hours notice will be given to the organization reserving the facility of the cancellation of their reservation.

All organizations and groups reserving the Room will be required to sign a contract and agree to pay the quoted charges, in full, when the contract is signed. The charge is based upon the costs of utilities, maintenance, custodial services and/or supervisory services required.

An application, as provided by the Town of Mint Hill must be submitted to the Town Manager or his designee at least two (2) weeks prior to the reservation date. Said application must be submitted in full. At least one (1) week before the reservation date, the Town Manager or his designee shall grant or deny the use of the Room. Approval or denial of any and all applications shall be on a uniform basis based on factors such as (1) the expected wear and tear on the Room and the Town Hall; (2) conflicts with regular scheduled or called meetings of the various Boards and Committees of the Town; and, (3) conflicts with previously approved applications for citizen use of the Room.

The Board of Commissioners of the Town of Mint Hill shall act as a review board for any group or organization seeking relief from the decision of the Town Manager in granting or denying the use of the Room. Such review request must be made in writing, addressed to the Mayor of the Town of Mint Hill and submitted at least two (2) weeks prior to the date of a regularly scheduled meeting of the Board of Commissioners.

All activities must be under appropriate supervision. The sponsoring organization must also assume full responsibility for payment of all damages to the building, grounds and/or furnishings while using it. Only facilities specifically approved are to be used.

Only furnishings provided by the Town may be used, unless permission is granted by the Town Manager, to use additional items. Any such approved items must be removed by the group or organization upon termination of the reservation date.

Refreshments are allowed only in the Flex Room. Absolutely no food or drinks are allowed in the John M. McEwen Assembly Room. Groups must clean up after themselves or risk forfeiting their deposit.

The use of open flame is prohibited.

Gambling, including but not limited to, raffle, bingo and other games of chance and the possession, display or use of alcoholic beverages are also prohibited.

Organizations or groups will be provided a code to access the building and/or Flex Room. Due to security concerns the pass code must be used by those attending the meeting. Under no circumstances are the doors to Town Hall to be propped open. The access code will work during the set reservation time. Reservation time shall terminate by 11:00 p.m.

Contracts may not be transferred from one group or organization to another. Contract cancellation must be made at least forty-eight (48) hours prior to the scheduled reservation date in order for a refund to be considered.

All groups requesting the Room shall be non-profit organizations for non-income producing uses.

Fee Schedule

Organizations or groups reserving the Room shall pay \$35.00 resident fee or \$100 non-resident fee for use of the room for the time allotted, up to three (3) hours. Additional time will be charged at the rate of \$15.00 per hour. Payment is to be made in full at the time a contract for use of the Room is signed.

An additional \$50.00 deposit, to be held by the Town as a clean-up fee if the facility is not left in good order as determined by the Town Manager, or his designee, shall be required at the time of reservation of the Room.

Any damage to the facility in excess of the \$50.00 deposit shall be charged to the group or organization using the facility. Said organization or group and the members thereof shall be completely responsible for clean-up fees or damages of any other type whatsoever resulting from use of the Room or Town Hall complex.

The Town may instigate any proceedings appropriate for the collection of any such damage. Failure to leave the premise in good order shall also result in termination of any other reservations for said group or organization.

As a part of the contract for the use of the Room, it is stated that the Room should be left in a clean and orderly manner.