



Apex Community Center-Facility Reservation Form

53 Hunter Street Apex, NC 27502 (919)249-3402

Applications are processed only during the business hours of Monday through Friday from 8am-5pm

Name: _____

Phone (#): _____

Address: _____

City: _____

Zip Code: _____

Email Address: _____

ALL FACILITY RENTALS REQUIRE A \$100 DAMAGE DEPOSIT

Room	Fees (during normal operating hours)	Capacity/Room Size
Summit Room	\$25 per hour for Residents \$37.50 per hour for Nonresidents	65 people banquet seating 31'X31'
Pinnacle Room	\$25 per hour for Residents \$37.50 per hour for Nonresidents	65 people banquet seating 31'X31'
Zenith Room	\$25 per hour for Residents \$37.50 per hour for Nonresidents	65 people banquet seating 31'X31'
Arts and Crafts Room	\$15 per hour for Residents \$22.50 per hour for Nonresidents	20 people 22' x 28'
Kitchen	\$15 per hour for Residents \$22.50 per hour for Nonresidents	11' x 21'

Type of Rental: _____

Rental Date: _____

Room (Please circle one): Summit Pinnacle Zenith Arts & Crafts Kitchen

Rental Time: _____

Expected Attendance: _____

Will food be served: Y N Will there be music or amplified sound: Y N

EACH ROOM COMES WITH 7 STANDARD TABLES (6' X 3') AND 42 FOLDING CHAIRS

Additional chairs and tables are available for rental Fees: .50 each chair \$3.00 each table

Please write how many extra tables and chairs you will need? _____ Tables _____ Chairs

After Hour Rental Information:

- Rental requests beyond normal operating hours are subject to staff availability and will be subject to an additional **ATTENDANT CHARGE OF \$40 PER HOUR.**
- After hour rentals may go no later than midnight Friday and Saturday; no later than 10:00pm Sunday-Thursday

Refund Policy

- a) No reschedule, credit or refund, in any amount excluding damage deposit, will be made if group cancels the rental event less than seven business days prior to the rental.
- b) If group requests a change, more than seven days prior to the rental event, all fees and deposits may be transferred subject to room availability and the availability of required staff, however reschedule dates may occur no later than thirty days from original date.
- c) If group cancels 7-59 business days prior to rental only a 50% refund will be issued upon written request. If group cancels rental 60 or more business days prior to rental a 90% refund will be issued upon written request.
- d) The Town of Apex reserves the right to cancel reservations if such cancellation is deemed to be in the best interest of the Town or if the Community Center is closed due to Acts of God. A full refund, including damage deposit, will be made if the Town cancels the rental.

Damage Deposit Refunds

- a) Upon full compliance with all the referenced contract conditions, APR&CR staff will send to the Apex Finance Department, a Refund Request, after calculating any applicable charges subject to deduction from the damage deposit.
- b) Damage deposit refunds are issued to the Apex Resident or Nonresident making application for the rental.
- c) Under normal conditions the Apex Finance Department issues a refund via mail, within 3 weeks of the refund request.

RULES AND REGULATIONS

- a) Rentals require a minimum of one adult per 20 youth under age 18.
- b) The party signing this application must be 21 years of age and is held responsible for any and all damage or misuse of facilities and shall bear full replacement cost for any breakage, loss or damage, via a portion or full forfeiture of the \$100 damage deposit and or additional monies if costs exceed the deposit amount.
- c) All setup and cleanup time **MUST BE INCLUDED** in your rental time. Groups arriving early or staying later than specified will be charged ½ the hourly rate from 1-30 minutes and the full hour rate for staying beyond the 30 minute mark. If you are using a caterer, consult with them to ensure adequate set up and clean up time is provided in your rental application.
- d) Rentals accommodating over 100 guests, require the approval of the APR&CR Director, prior to booking and may be subject to 1) additional damage deposit 2) security provided by the Apex Police Department, negotiated and coordinated by, and at the expense of the rental group, prior to rental approval.
- e) There is to be no cooking within the facility. Gas grills and pig cookers must be kept a minimum of 50 feet away from the building. These grills/cookers must be placed within the paved parking lot area. Groups must make their own catering arrangements. **NO ALCOHOLIC BEVERAGES** are allowed on Town Property.
- f) Any personal items brought into the facility are the group's responsibility. No outside furnishings such as tables or chairs are permitted.
- g) No rice, birdseed, incense, fog/bubble/smoke machines, inflatable rides/games are permitted inside or outside the facility. No open flames, candles with the exception of warmers for food.
- h) No decorations should be attached to the walls. Only freestanding and table top decorations are permitted.
- i) The Town of Apex does not provide audio equipment, podiums or sound systems for rentals. In addition, extension cords, fans, heaters, microphones, coffee makers and any other ancillary equipment are not available to rent or borrow from the Town of Apex. All such items must be provided by the group renting the facility.
- j) The Town reserves the right to deny any rental application where the proposed use is deemed to conflict with planned programs and or adjacent/existing rentals.
- k) Facilities cannot be rented by persons or groups for purposes of making a profit, fundraising, auctioning, selling, trading or exchanging products and services **UNLESS** by a qualified nonprofit group exhibiting proof of 501c3 status at time of application and with the prior approval of APR&CR Director.
- l) Non Profit groups, exhibiting proof of 501c3 status at time of application, are eligible for a 25% reduction of rental fees. This reduction does not apply to any extra fees or to the required damage deposit.
- m) Any rental amendments must be made at least seven business days prior to the date of rental. This includes but is not limited to: requests for change of room, adding equipment like chairs and tables and altering time blocks.
- n) Rentals are booked on a first come first served basis only, cannot be renewed at the end of the rental agreement and may not be booked any further in advance than three months, or to a maximum of 12 rentals per calendar year otherwise approved by the APR&CR Director.
- o) The following shall be prohibited within or on the facility premises; 1) smoking within the building, 2) all illegal drugs or other substances, 3) weapons of all kinds except for Law Enforcement Officers in the execution of their duties or during Town of Apex approved public demonstrations, 4) animals of any kind, with the exception of those serving the needs of the physically challenged, 5) use of profanity, profane gestures and any unruly behavior detrimental to the normal operation of the facility or the safety of the public and employees, 6) and/or any other action deemed necessary by the Town of Apex, or its designee, to protect the health and welfare of the public, employees or the facility.

Signature: _____

Date: _____