

RULES AND REGULATIONS FOR RENTING THE RECREATION CENTER BUILDING

**PLEASE BE ADVISED THAT THE REC CENTER BUILDING AND
GROUNDS ARE UNDER 24 HOUR LIVE/RECORDED VIDEO
SURVEILLANCE**

- The cost of rental is as follows:

• Not for Profit and Civic Clubs	\$200.00
• Government Organization	\$ 0.00
• Inside Town Limits	\$200.00
• Outside Town Limits	\$500.00
• Full-time Town Employee*	\$100.00

Security Deposit (Required before key will be issued):

• Not for Profit and Civic Clubs	\$300.00
• Government Organization	\$ 0.00
• Inside Town Limits	\$300.00
• Outside Town Limits	\$500.00
• Full-time Town Employee*	\$ 0.00

*Active Full-time Town employees may rent the building for themselves without paying a Security Deposit, however all rules must be observed at all times. No one, including employees, may rent the building for another person.

It is not required that any **Not for Profit** Entity or Government Organization be located within the Town limits in order to rent the Recreation Center.

- The Town of Long View reserves the right to verify the legitimacy of the group or person renting the Recreation Center.
- Maximum capacity for the Recreation Center Building is 150 persons.
- Renters may pick up the key at the Administrative Offices as early as the day before the reserved date. Renters are allowed to enter the Recreation Center on your reserved date(s) only.
- The Recreation Center Building may be occupied between 8:00 a.m. – 11:00 p.m. on the day(s) of your rental only. You must clean up and be completely gone by 11:00 p.m.
- The key deposit will be mailed back to you in 7-10 business days after the Recreation staff has checked the building after you leave.

- The Recreation Hall is rented on a first come, first serve basis. The first person or group to pay the cost of rental will be guaranteed rental of the facility.
- The person who signs for the key will be responsible for clean up and any property loss and/or damage to the facilities.
- The Renter **MUST** be on site at all times while the building is occupied. The key must remain in the possession of the person who rented the building at all times and may not be loaned or given to anyone else for any reason.
- The keys must be returned the next business day after the reserved date. There will be a \$25.00 late fee for each additional day that the keys are not returned.
- No smoking or vaping allowed inside the building at anytime.
- Alcoholic beverages of any kind **WILL NOT** be permitted in the Recreation building or anywhere on the premises. Any coolers brought into the building or onto the grounds may be inspected by a Long View Police Officer or other staff member for alcoholic beverages. Anyone violating this rule will be denied the privilege of using the facilities and asked to leave immediately. The Renter will be denied further use of the facilities as well.
- **No confetti, glitter, party poppers, or smoke bombs, or fireworks of any kind allowed in building or on the grounds of the Long View Rec Center.**
- No equipment may be removed from the building at any time nor shall the Renter bring any equipment into the building without prior approval.
- Decorations **MAY NOT** be attached to the building in any way.
- Application must be made in the name of a responsible adult. A minimum of three adult chaperones are required at ALL teenage gatherings.
- The tables and chairs should be wiped free of any spills and returned to their appropriate storage carts after each use. Please carry tables and chairs instead of dragging them across the floor to avoid scratching the floor and/or damaging the tables.
- Anyone using the building should leave it as clean as possible. The Renter will be expected to clean up ALL spills that occur during your use of the building.
- Flush ALL toilets before leaving.
- Remove all your items from the refrigerator before leaving.
- Empty ALL garbage cans and place a new liner in every can.
- Do NOT set anything in or on the window sills.
- **Before leaving check ALL exits to ensure all doors are closed and locked.**
- By signing the application, you are accepting responsibility for the facility and granting permission for a representative of the Town of Long View to check the premises to make sure that the rules are being followed.
- At the discretion of a Long View Police Officer or Recreation Staff member you may be asked to leave the premises for a violation of these rules. A copy of these rules and regulations is furnished to you as required by the Town of Long View Recreation Commission.
- The building may not be used to sell merchandise for profit nor can you charge admission to the building for profit.

- If you encounter any problems during your rental, call **828-568-6244** and a Town of Long View employee will respond.
- A Town of Long View Staff member will inspect the Recreation Center building after its use and will determine whether the deposit will be returned.
- Bounce houses, tents, etc. are prohibited within the Recreation Center Building.
- Identification – Only valid State of North Carolina Driver's Licenses or ID cards are accepted.
- The address on the Driver's License or ID Card **must** match the address filled in on the rental application.