

15. Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests. The Town reserves the right to require one or more Town of Chapel Hill Police officers or other emergency personnel are present at any and all events that occur within the city limits. Budget for this request at a rate of \$40 per hour at a minimum of 2 hours.
16. The Town of Chapel Hill is not responsible for any occurrence beyond our control including but not limited to Acts of God, outbreak of hostilities, insurrection, riot, civil disturbance, fires, floods or other natural disasters the results of which may not be charged against the Town of Chapel Hill.
17. Town of Chapel Hill sponsored events have precedence over all groups.
18. All live entertainment, DJ's and any amplified sound may be permitted but noise must be low so as not to disturb residents in nearby homes. The Town reserves the right to monitor and regulate the volume of amplified sound.
19. A copy of this signed Facility Rental Policy/Terms and Conditions must be provided to any vendors, planners, and related parties associated with the event to insure they are familiar with guidelines.
20. Chapel Hill employees are not authorized to sign for or accept any deliveries or pickups. A person involved with the activity must accept all deliveries within their reserved time.
21. The Town of Chapel Hill may provide a limited number of chairs for any event, subject to availability.
22. Smoking is prohibited inside any buildings and within 25 feet of any doorway or window. Use cigarette urns provided. DO NOT THROW CIGARETTES, CIGARS, ETC. ON THE GROUND, IN THE FLOWER BEDS OR INTO THE GRASS.
23. All props must be free standing, a white board available for use. Nails, staples, tacks, any kind of tape, etc. may not be used on the walls, ceiling or windows.
24. No open flames are allowed under any circumstances. Wax drippings causing damage or cleanup labor will result in the loss of the damage deposit.
25. Set up and cleanup is the responsibility of the Renter or Caterer. Everything brought onto the premises is to be removed at the conclusion of the event. If usage exceeds the agreed upon rental time period, a late fee will be charged at a rate of \$100 per hour beyond the booked end time.
26. All trash must be bagged and placed in containers provided by the Town of Chapel Hill. All boxes need to be flattened and placed in the containers. Do not leave trash on top of the containers or on the ground.
27. Any tents and/or awnings must be inspected and permitted by the Town of Chapel Hill Fire Department. It is the responsibility of the Client to obtain these permits prior to the event.
28. Any additional power supply or generator must be inspected and permitted by the Town of Chapel Hill Fire Department. It is the responsibility of the Client to obtain necessary approvals from the Town in advance of the date of the event.

The signing of these Guidelines means you have reviewed these Guidelines and accept them in their entirety.

Renter/Responsible Party: _____ Date: _____

Rental date: _____ Phone #: _____

Name/Address for damage deposit refund*: _____

**Damage Deposits are refunded by check only and are available for pick up at Town Hall if requested. Checks will be available within 7-10 days after rental date.*

Approved by:

Town Administrator: _____

Community Center Director: _____

Fees paid: \$ _____ Date: _____ Method: _____