



HOPE MILLS PARKS & RECREATION

RECREATION CENTER RENTAL RULES & GUIDELINES

1. INITIAL INFORMATION

- **Address: 5766 Rockfish Rd Hope Mills, NC 28348**
- **Rentals must be made at least two weeks in advance.**
 - Rentals are available between 9:00 a.m. – 9:00 p.m.
 - We only book rentals on Saturdays. **No Sundays allowed.**
 - HMPR reserves the right to decline any rental.
- We accept cash, checks, and credit cards for rental payments.
 - All reservations can be completed in person, online through the Civic Rec Catalog, or over the phone.
- Rentals are made on an hourly basis only. No partial hours are accepted.
- Note: All renters shall become knowledgeable, and abide by the guidelines, rules, policies and procedures set forth in the Town of Hope Mills Parks and Recreation Ordinance found in 'Part II - Code of Ordinances, Chapter 62 Parks and Recreation'; Specifically, 'Sec. 62-9. Code of Conduct'. Failure to comply with the Parks & Recreation Ordinance may result in the suspension in the use of all facilities. The Parks and Recreation Ordinance is available at the following link for your reference.
 - https://library.municode.com/nc/hope_mills/ordinances/code_of_ordinances?nodeId=1217333

2. RENTAL RULES

- **Your rental starts and ends at the time reserved which includes your set-up, event time, and clean-up.**
 - Any rentals involving a cater, event planner, decorator, DJ, or any other outside parties helping assist with rentals are required to come during the reserved time frame.
 - Although additional hours may be rented for set-up and clean-up, it cannot be done within five days of your rental and any request must be approved by the Operations and Programs Supervisor and can be denied for any reason.
 - i. **Attempting to enter the reserved space before the rental time starts will result in being billed by The Town of Hope Mills for the time you illegally consumed as well as in forfeiture of your deposit.**
 - ii. **Failure to be out of the reserved space by the time you reserved for the reservation time to end will result in forfeiture of your deposit.**
- Your deposit will be forfeited, if your rental involves admission and or fee charge without the approval received from the Operations and Programs Supervisor.
- When putting up decorations, do not use nails, thumbtacks, pins, screws, etc. Only string and tape (**preferably painters' tape**) can be used. Helium balloons can be used but must be secured.
- It is the renter(s) responsibility to set-up tables and chairs.
 - Additionally, it is the renter(s) responsibility to place the tables and chairs back on the designated racks neatly.
 - Note that tables and chairs operate on a **first come first serve basis. No requests are accepted.** For specific types of tables and chairs wanted please contact a rental equipment business or come in with your own tables and or chairs.

- All trash cans must be emptied into the dumpsters in the parking lot and liners replaced in trash cans. Floors must be swept. This includes the kitchen, if it was used. All decorations must be removed. Trash bags and cleaning supplies will be provided. **Failure to clean the room or any damages will result in forfeiture of your deposit.**
- No smoking, weapons, or illegal drugs, are allowed in the building or on our premises.
- No alcoholic beverages, beer, and wine are allowed to be displayed or consumed in the building or on our premises. This includes any kind of cheers, toasts, or salutes.
 - As a result, any person to be under the influence of any impairing substance, alcohol, narcotics, controlled substances, or chemicals or having possession of drug paraphernalia or assaulting another in any manner involved with an event will be subject for removal of their presence in the building or on our premises.
- Only service animals are allowed in the building.
- No tampering with the heating or cooling systems.
 - Please ask a staff member if you want the temperature changed.
- The rental of the community room includes the use of the kitchen for storing, warming and serving food.
 - **Meals cannot be cooked in the oven located in the kitchen.** Please do not remove any items such as dish towels, detergent, or sponges. Do not use the dishwasher. You may use the ice machine and you may store items in the refrigerator. Please do not remove any items already stored in the refrigerator or kitchen. **Failure to do so will result in forfeiture of your deposit.**
- Renters are permitted to utilize deep fryers, cookers, and or grills outside of our building. When doing so this must be performed at least 4 feet away from our building.
- Absolutely no food or drink taken into the gymnasium area.
 - Any evidence of trash from food or drinks may result in forfeiture of your deposit.
- Your rental area is the only part of the building you can use. We will not open any other rooms.
 - **Note that community room rentals are the ONLY rental that have access to the kitchen.**
- Attendees at your event must stay inside the room you rented, unless going outside or using the restroom. Attendees may not gather in the lobby or parking lot. No food or drinks can be taken to any other part of the building.
- Please do not allow children to roam around inside or outside the building.
- **No explicit or loud music can be played.** If music is played, keep it at a reasonable level as to not disturb other rentals and visitors in the building or premises.
- **The use of profanity, vulgar, indecent or abusive language, boisterous or insulting language, disorderly conduct of any kind, to include, but not limited to, fighting or other activity which results in an immediate breach of the peace is prohibited on our premises.**
- Town of Hope Mills assumes no responsibility for any damages occurred.

3. REFUNDABLE DEPOSITS / CANCELLATIONS

- You will have **seven days** before your event to pay the rental in full. Failure to pay the total amount will result in your reservation being cancelled and deposit forfeited. **Cancellations must be made at least a week in advance.** Failure to do so will result in forfeiture of your deposit.
- HMPR reserves the right to retain deposits for any damages, violation of rental guidelines, building rules, unruly behavior, etc.
- Once the refund of your deposit has been approved, you should receive your refund 5-10 business days after your rental. If your refund was not approved, you will be notified as to why that decision was made.
- If deemed by the town parks and recreation department, failure to properly comply and uphold any of the rental guidelines will result in immediate termination of renting any HMPR facilities for future events.
- **Violations of these rules may also result in forfeiture of rights to visit the recreation center property if decided by the town parks and recreation department and town manager.**