



Mary C. Jenkins Community & Cultural Center

221 Mills Avenue, Brevard, NC 28712



Use Policy and Rental Agreement

APPLICANT INFORMATION

APPLICANT NAME/RESPONSIBLE PARTY

NAME OF ORGANIZATION

MAILING ADDRESS

DAYTIME PHONE

EMAIL ADDRESS

EVENT INFORMATION

DATE(S) REQUESTED

TIME(S) REQUESTED – Please include set up and take down time when reserving the facility

EVENT DESCRIPTION

SPACE REQUESTED:

(Rental fees are charged as published in the City of Brevard Fee Schedule adopted by City Council)

- Community Room** **Sm. Meeting Room** (No fee) **Conference Room** (No fee)
- Kitchen** (Extra fee if using appliances for meal preparation)
- Patio** (Extra hourly fee)

ASSUMPTION OF LIABILITY

For and in consideration of the use of the Mary C. Jenkins Community & Cultural Center, the Responsible Party/Organization agrees to indemnify and hold harmless the MCJCCC and its Board of Directors or agents, and the City of Brevard, a local government entity, from and against any and all loss, damage, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with my/our organization’s occupancy or use of said premises. Furthermore, I and/or our organization hereby agree to reimburse the City of Brevard for any and all costs to repair any and all damage that may be caused directly or indirectly to the facility/equipment/appliances during the time period of occupancy and/or use of said premises.

Failure to follow the rules, policies, and regulations as described in the attached Use Policy and Rental Agreement will result in forfeiture of the security deposit.

The City will apply the security deposit to any cost incurred by the City for cleaning or repairs before refunding any balance to the Renter with a description of the basis for any deductions. If the security deposit is insufficient to cover these costs, the Renter will be responsible for the remainder. If necessary, the City may pursue legal remedies to recover the deficiency.

I, the above applicant, have read and understand and agree to the terms and conditions of the Use Policy and Rental Agreement.

Signature of Applicant/Responsible Party	Date
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City Approval	Date
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Rental Fee: \$	Date Paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check # _____
Deposit: \$	Date Paid: Receipt No.:	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check # _____
Deposit Refunded: \$	Date Returned:	Check #:

MARY C. JENKINS COMMUNITY & CULTURAL CENTER USE POLICY AND RENTAL AGREEMENT

The Mary C. Jenkins Community & Cultural Center is a multi-cultural, multi-generational and multi-purpose facility that is available for activities and functions that are in keeping with the organization's mission of promoting a healthy, livable community with opportunities for physical activity as well as educational, personal and cultural enrichment. Members of the community can gather for group activities, social support, public information and other purposes.

The Mary C. Jenkins Community & Cultural Center serves as a place for:

- Historical records and presentations/classes.
- Community social activities.
- The advancement of community/individual health and wellness.
- The promotion of arts, crafts and educational classes.

The facility is available for rent by citizens and visitors, as well as non-profit civic, professional, social, recreational, and community oriented clubs/organizations in the City of Brevard and Transylvania County, provided that the membership thereof is not restricted on the grounds of race, color, religion or national origin. Rooms may not be used for activities that may disturb other MCJCCC functions, for activities that are partisan in nature, for any unlawful purposes, or for strictly commercial purposes. Non-profits may charge registration fees or collect donations for the costs covering the event if approval has been acquired in advance.

The following rules and restrictions will apply in both approving the use of the Mary C. Jenkins Community & Cultural Center by any group or individual and in the actual use thereof. These rules and restrictions apply to all attendees of your event.

RESERVATIONS:

Mary C. Jenkins Community & Cultural Center (MCJCCC) is considered rented and posted on the calendar when the signed Rental Agreement and appropriate fees and security deposit are received. The signatory shall be considered the contact and responsible party for the activities listed.

- Reservations will be scheduled by Community Center Director Tyree Griffin (Phone at 828-376-9303; Email: Tyree.Griffin@cityofbrevard.com; cityofbrevard.com)
- Facility space is available Monday-Thursday from 8:00 a.m. to 9:00 p.m. and on Fridays and Saturdays from 8:00 a.m. to 11:00 p.m. The Community Center is not available on Sundays, *however if warranted, an exception may be made by the MCJCCC Director in consultation with the City Manager.*
- If the event occurs outside of the Center's regular business hours (9:00 a.m. – 5:00 p.m.) planners/ organizers must make arrangements with the MCJCCC Director.
- **Request enough time to include set-up and clean up.**
- Reservations are made on a **first come/first served** basis. Reservations may be made up to 6 months in advance but no less than 2 weeks prior to the meeting/event, unless approved by the Center Director. A completed and signed application, along with security deposit and

rental fees must be submitted at the time of reservation. (See chart of Usage Fees/Deposits).

- There is a 7-day event cancellation policy. The Agreement signatory must inform the MCJCCC Director in writing. There will be a full refund of the rental fee and security deposit if cancellation is done at least 7 days before the scheduled event.
- No organization may make space reservations for the same date and time on a continual basis.
- Management reserves the right to approve or deny use of the facilities for any purpose or activity.

FEES:

- A **Security Deposit** of \$100 is required and may be paid in cash or a separate check payable to the City of Brevard. The Security Deposit will be returned after the expiration of the agreement if the property has not been damaged and the Center was properly cleaned and in the condition it was before usage. If needed, the City will apply the Security Deposit to costs incurred for cleaning or repairs. The balance will then be returned unless the Security Deposit is insufficient to cover costs. The City may pursue legal assistance to recover the deficiency.
- **Facility Usage Fees:**

FACILITY USAGE FEES & DEPOSITS	Individual/ Non-Profit 501(c)3	For Profit Organization/Business
Community Room		
Hourly Rate (2 Hour Minimum Block)	\$25	\$40
Security Deposit	\$100	\$100
Small Meeting Room & Conference Room		
During Regular Center Hours	No Fee	No Fee
Security Deposit - Outside Regular Center Hours Only	\$100	\$100
Outside Patio (Exclusive Use)		
Hourly Rate (In Addition to Room Rental)	\$25	\$25
Kitchen		
If Appliances Used for Meal Preparation	\$50	\$50

Small Meeting Room and Conference Room – No fee will be charged for use of these meeting rooms during regular Center hours, however the \$100 Security Deposit is required if using outside of regular hours.

Community Room – Fees for use of the Community Room are based on a minimum 2 hour block during a given day. **Remember to include set-up and clean-up times and to exit the facility by 9:00 p.m. Monday – Thursday and by 11:00 p.m. on Friday and Saturday at the latest.**

There is a **“no charge” exception** for:

- MCJCCC and City-related boards/committees/task forces
- MCJCCC and City sponsored community events

Kitchen – There is an additional \$50 rental fee if appliances are used for meal preparation. The kitchen is outfitted with commercial appliances. ***The range and convection oven will require either an experienced caterer or someone trained in using these appliances. Contact Community Center Director for proper training.***

Patio – The patio may be rented for \$25 per hour. This fee is in addition to Community Room Rental fees. The patio may be rented separately from the Community Room.

PARKING:

ADA Accessible spaces are available in the facility parking lot. Other attendees should park in the lot across from the Silversteen Memorial Playground.

PROHIBITED:

- **Smoking, the use of smokeless tobacco, e-cigarettes, vape pens, or similar devices** are not permitted in the Center or on the property.
- **Weapons of any kind** are not permitted in or on the premises.
- The **consumption of alcoholic beverages** in or outside the Center is prohibited.
- **Illegal drugs or substances** are not allowed
- **No fireworks of any kind** may be set-off in or outside the Center or in the parking lot.
- **No devices with open flames** may be used, including personal barbeque grills and lit candles, with the exception of canned fuel for food warming dishes.
- No animals of any kind are permitted inside the Center with the exception of certified service animals.

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FACILITY USE:

- Attendance in each room **must be limited** to the number set by the local fire code regulations.
- Every group using the facility must be under competent leadership.
- No young children should be left in the Center unattended.
- The individual/organization will assume full responsibility for the groups' conduct, compliance with the rules of operation/code of conduct and for any damage to the building or equipment. They will ensure that the entire building and grounds, if needed, are cleaned-up after use and that tables and chairs are returned to their original position.
- Kitchen use includes washing and storage of any equipment or utensils used, as well as surface cleaning.
- Individual/organization is responsible for collecting garbage and placing in garbage/ trash bin outside, behind the kitchen. Be sure the bin remains latched. *Recycling is encouraged. A container is located in the garbage bin. No recycling trash can be comingled with regular trash.*
- Room set-up and/or decorations must be done on the day of the event unless other arrangements have been made. No objects may be fastened to the walls, ceiling, windows, or lighting fixtures using tacks, nails, screws, tape, etc. *Command hangers are permitted.* No use of confetti, silly string, bubbles, or sidewalk chalk, etc. will be allowed. No temporary structures such as walls, panels, curtains, tarps or canopies shall be erected. Small pop-up

canopies will be permitted if not staked. Any fixtures, furniture, displays or decorations provided by the users must be removed from the Center immediately following the event. Failure to remove items is a cause for the revocation of the Security Deposit.

- DO NOT set the security system or attempt to alter the thermostat (*covered by a lock box*). The MCJCCC Director will disable the security system prior to your event.
- No Children should be in the Center unattended.

SUPPLIES:

Provided by the Center

Tables and Chairs
Dish, Hand Soap and Sanitizing Rinse
Cleaning Supplies
Broom, Mop/Vacuum
Paper Towels/Toilet Paper
Trash Bags/Trash Receptacles
2 Coffee Pots
Pots/Pans
Cooking Utensils/Equipment
Sanitizing wipes

What you need to provide

Food/Beverages
Dishcloths
Wall Hangers
Tablecloths/Napkins
Flatware/Dishes/Glassware
Paper/Plastic Goods
Coffee & Condiments
Other Event-related items

MCJCC BUILDING INFORMATION:

Fire Regulations: Small Meeting Room - Maximum Capacity: 15 Persons
Conference Room - Maximum Capacity: 24 Persons
Community Room - Maximum capacity: Standing Room Only - 350 Persons
Tables & Chairs - 140 Persons
Chairs Only - 290 Persons

Small Meeting Room Dimensions: 15' x 15' with 2 tables and chairs, seating 6 to 8.

Conference Room Dimensions: 21' x 15' (usable space) with the availability of a conference table and 12 chairs.

Community Room Dimensions: 55' x 35' (excluding stage area)

Users of the Community Room need to schedule a meeting at least 3 days before their event with the MCJCC Director to review furniture set-up and to receive instruction on the use of any MCJCC equipment. *Unless on site, the Director will not be available for set-up, equipment trouble-shooting, projecting, clerical work or any similar tasks during your event.*

- **Tables: 8 Rectangular** (8' long x 30" wide x 29" high) and **6 Round** (60" round), both with storage carts.

- **Chairs:** 120 stackable chairs with storage carts.
- **Audio/Sound Equipment:** The Community Room’s projection/audiovisual system is available for use. Laptop computers or any other specialized equipment should be supplied by the renter/renting organization.

Kitchen: (Additional Fee if used for Food Preparation) The kitchen is equipped with commercial appliances and is for general use with the exception of the range and convection oven. These can only be operated by an experienced caterer or an individual with proper training. Pots, pans, large bowls, etc. as well as cooking utensils are available. **Items in locked cabinets or the pantry are not available for general use.**

Restrooms: Inside the Center there are 2 ADA accessible restrooms; one for men, and one for women. Two additional ADA accessible, gender neutral restrooms are only entered from the outside. One is also designed for a family and includes a changing table. These outside restrooms are open Monday – Sunday from 8:00 a.m. – 6:00 p.m. The outside restrooms are not included in the exclusive use of the MCJCCC and are to remain open for the enjoyment of the public using the hike/bike path and Silversteen Playground.

Covered Patio/Yard Space: (Additional Fee for Exclusive Use) Located on the backside of the building, just outside the Community Room. There is a foldable table available by request. The Silversteen Memorial Playground is available for outside activities; however, the playground is open to the public and cannot be reserved for exclusive use. Renters are not allowed to bring grills or any outdoor cooking equipment to either location. No amplified music or noise is allowed after 8:00 p.m. on weekdays and 9:00 p.m. on weekends.

OPENING PROCEDURES: The MCJCCC Director will be responsible for coordinating the opening and closing of the building for rental individuals/organizations. When notified, the Brevard Police Department will be able to open or close the building and set the alarm system when the Director or his/her designee is not available.

CLOSING PROCEDURES:

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| Turn off lights/appliances, etc. | Clean/Sanitize kitchen |
| Wipe off tables and counters | Deposit garbage/trash/recycling in outside bin |
| Return tables/chairs to original positions | Remove everything you brought |
| Sweep/vacuum/mop | Re-supply bathrooms |
| Wipe down bathroom fixtures | Close and secure all doors (Alert Manager/Police) |