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## – FACILITY RENTAL POLICIES – WIMS CENTER

### APPLICATION PROCESS

1. Any persons or organization seeking to rent the Wims Center or any portion of it (the “Facility”) must submit a completed Facility Rental Agreement along with the \$50.00 Application Fee to the Office of the Stewart County Board of Commissioners **at least 10 business days** prior to the event.
2. The Facility Rental Agreement is an Application to rent the Facility. Once an authorized County official accepts and signs the Application, the Agreement becomes a contract between the Renter and the County. Renters must submit payment of the Security Deposit, Rental Fee, and Security Fee **at least 5 business days** prior to the event.
3. All fees may be paid in the form of cash, check, or money order. Upon payment of all fees, the County will issue a copy of the signed Facility Rental Agreement to the Renter. Possession of a signed and approved Facility Rental Agreement will serve as a permit to use the Facility, or a portion thereof, on the requested dates and times.
4. The Stewart County Board of Education has priority use of the athletic fields. The County and its departments have priority use of all other areas of the Facility and has second priority to the athletic fields. Otherwise, the Facility is available for reservation on a first-come, first-served basis.

### PROHIBITED USES

5. Reservations are revocable at any time for violation of federal, state, or local law. Likewise, events may be terminated for any such violation.
6. The following activities are prohibited on or at the Facility and shall be cause for immediate termination of Renter’s event with no refund of fees:
  - a. Sale, use, or possession of illegal drugs or other “controlled substances” defined under the most current list of schedules in Title 21 of the Code of Federal Regulations §§ 1308.11 through 1308.15 (*including, for example: heroin, marijuana, synthetic marijuana, oxycodone, amphetamine, methamphetamine, pentobarbital*);
  - b. Sale, use, or possession of alcohol or tobacco products;
  - c. Damaging or defacing property;
  - d. Camping or lodging;
  - e. Use or parking of vehicles in areas other than designated parking lots;
  - f. Use or discharge of firearms, bows, crossbows, slingshots, blowguns, or similar weapons except when made in protection of a person’s life or property.



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7. The following activities are prohibited on or at the Facility and shall be cause for immediate termination of Renter's event with no refund of fees *unless* authorized by a written permit issued by the County Board of Commissioners:
- Fireworks;
  - Live bands or sound amplification devices;
  - Temporary carnival or amusement rides or inflatables;
  - Vending, fundraising activities and/or any political rallies or events;
  - Pets, on or off leash (this does not include service animals)

#### CLEAN UP

- Reservation times should include time for setting up before an event and cleaning up afterwards.
- The Facility is rented "as-is." No concessions can be made in reference to any changes, preparations, or upgrades to the requested rental area.
- Renters are responsible for the clean-up of the area(s) utilized or additional fees will be assessed and applied against the Security Deposit.
- All areas of the Facility must be left in their original condition and location. However, Renters shall not perform field maintenance on any field or court.
- All trash must be placed in a trash receptacle, including discarded decorations.
- Restroom facilities used should also be checked for cleanliness.

#### SECURITY

- The County reserves the right to require that Renter supply or pay for a specific number of security officials during their rental. The County may, for example, require the presence of two or more deputy sheriffs, each at the cost of \$25.00 per hour.

#### INSURANCE AND WAIVER OF LIABILITY

- The County reserves the right to require Proof of Liability Insurance from Renter. If Proof of Insurance is required, the **Insurance Requirements** that are in **Appendix A** to this Policy must be submitted to the Office of the County Board of Commissioners **at least 5 business days** prior to the event.
- The County reserves the right to require that attendees of Renter's event sign the **Waiver of Liability** that is **Appendix B** to this Policy.
- Any children participating in organized sports or other seasonal recreational activities must provide a completed Youth Sports/Recreation Registration Form, as contained in **Appendix C** to this Policy.