



# **Boiling Spring Lakes Parks & Recreation**

(910) 363-0018

[www.cityofbsl.org](http://www.cityofbsl.org)

[mgreen@cityofbsl.org](mailto:mgreen@cityofbsl.org)

## **Community Center Room Rental Information, Rules & Regulations**

### **A. Reservations**

1. Advanced reservations are required for the use of the Boiling Spring Lakes Community Center. An accurately completed application request must be received. Rental applications are on a first come, first serve basis.
2. A \$100.00 refundable security/damage deposit is required at time of booking reservation.
3. The renter signing the application/request is responsible for any damage that occurs as a result of their rental of the facility, other than normal wear & tear, including the facility & its furnishings. **Any communications from the BSL Community Center will go directly to the renter.**
4. The City of Boiling Spring Lakes reserves the right to bill the renter for any damages.
5. **Final rental confirmation occurs when 50% of rental fee is paid (no later than 8 weeks prior to the event date).**
6. Hours reserved for events, including set-up & clean-up, must take place between 8:00am and midnight.
7. The City of Boiling Spring Lakes reserves the right to accept or reject any request for the use of the facility.
8. If your organization is a 501(c)3 organization you may qualify for reduced rental rates. Please contact the Parks & Recreation Director at (910) 363-0018 for details.

### **B. Rules**

#### **I. Noise Ordinance**

The Boiling Spring Lakes Community Center is located within a residential area, all functions must be conducted in an orderly fashion, considerate of neighbors and conformity to all city ordinances. Loud and disorderly conduct will not be permitted. The City of Boiling Spring Lakes has a 24-hour noise ordinance. *Outside* music/entertainment must end at 7:00pm.

#### **II. Alcoholic Beverages**

**Alcoholic Beverages can not be served at any event within the community center without being served by a fully licensed catering company.** All ABC licenses and certificate of insurance, listing The City of Boiling Spring Lakes as Additional Insured, are required from catering company a minimum of 2 weeks prior to the event. There is a \$100 Non Refundable alcohol fee with any alcoholic beverages being served.

#### **III. Parking**

Parking for renters and their guests is provided in the paved parking lot only. Please do not park in grassy areas or block entry on Leeds Road.

#### **IV. Smoking**

Smoking is prohibited inside the facility. There are designated smoking areas in front of the building and on the back patio area. Please instruct you guests to extinguish cigarettes only in the approved containers.

#### **V. Decorating**

- a. You cannot use tape or nails to hang decorations, banners, posters, etc. on windows, walls, doors or ceiling.
- b. Confetti & Glitter is prohibited.

- c. Lighted candles may be used on tables. Other use of candles must be approved by community center director.

**VI. Community Center Kitchen**

**The kitchen is a warming kitchen, not a cooking kitchen.** Warming trays are provided for the warmer. All other supplies must be provided by renter.

**VII. Cleaning**

In addition to each hourly rental there will be a \$50.00 cleaning fee charged by the BSL Community Center. **Renters are responsible for breaking down tables and chairs and properly stacking them in an approved area.** The BSL Community Center event facilitator will clean the facility as stated on the attached cleaning checklist. Any item or items not appearing on the checklist will result in an additional bill to the renter. **Cleaning fee is included in 4 hour and 8 hour rental packages.**

**VIII. Use and Care of Community Center Tables and Chairs**

- a. Community Center tables and chairs are for use inside the building or on the concrete patio area behind the building.
- b. Tables and chairs moved out-of-doors during the event must be brought back in at conclusion of event.
- c. Tables must be covered when food and/or drink is being served. Table coverings are the responsibility of the renter.
- d. Number of Tables & Chair Available:
  - 12 60" Round Tables**
  - 5 37" Square Tables**
  - 15 30" X 72" Rectangle Tables**
  - 150 Molded Plastic Chairs**

**IX. Use of Outside Sources**

All tables, chairs, equipment, etc. rented from an outside source must be removed from the premises before 9:00am of the following day or an assessment will be charged to remove them. **The Boiling Spring Lakes Community Center will not be held responsible for any items rented or brought in from an outside source.**

**X. Children must be supervised at all times.**

**XI.** The City of Boiling Spring Lakes assumes no liability for injury or damage to personal property.

**XII.** Failure to adhere to the rules & regulations detailed herein may result in ejection or denial of future use of the facility.

**XIII.** A facilitator will be present during the hours reserved for your event.



**Application / Request for use of Boiling Spring Lakes Community Center**

City of Boiling Spring Lakes  
1 Leeds Road, Boiling Spring Lakes, NC 28461  
Phone (910) 363-0018

**Reservations may be made up to one calendar year from the application date.**

\_\_\_ The Lake's Room (w/tables & chairs occupancy 123; chairs only occupancy 214)      \_\_\_ Small Conference Room (occupancy 20)

Date of Application: \_\_\_\_\_ Date of Event : \_\_\_\_\_

Time of Set Up (From) \_\_\_\_\_ (To) \_\_\_\_\_ Type of Event/Activity: \_\_\_\_\_

Time of Event: (From) \_\_\_\_\_ (To) \_\_\_\_\_ Number of Expected Guests: \_\_\_\_\_

Responsible Individual / Group Host: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email: \_\_\_\_\_

Event Catered? \_\_ Yes \_\_ No Caterer Name & Phone #: \_\_\_\_\_

Is Alcohol Being Served? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Caterer must supply certificate of insurance, listing BSL as additional insured, no later than 2 weeks prior to the event)

**\$100.00 Refundable Security Deposit is required at time of booking reservation**  
**Cancellations must be made at least 60 days prior to the event date in order to recover the security deposit.**

For Office Use Only

Staff Member Booking Rental \_\_\_\_\_ Staff Person Working Event \_\_\_\_\_  
Security Deposit Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_  
Deposit Returned on \_\_\_\_\_ **Last Day To Cancel Without Penalty** (60 days prior to event) \_\_\_\_\_

**50% of Room Rental is required no later than 8 weeks prior to the event date with remaining**  
**50% required no later than 4 weeks prior to the event date.**

Room Rental Fees may be paid in cash or check. Credit Cards are accepted with a 3% bank fee.  
Please make checks payable to: Boiling Spring Lakes Community Center.

For Office Use Only

Check Number \_\_\_\_\_ Amount \_\_\_\_\_ Date Received \_\_\_\_\_  
Check Number \_\_\_\_\_ Amount \_\_\_\_\_ Date Received \_\_\_\_\_

I have read the Rules and Regulations governing the use of the Boiling Spring Lakes Community Center and agree to comply, accept responsibility for any damage and/or violation of the rules while the facility is in use by my group.

(The City of Boiling Spring Lakes reserves the right to make revisions to the Rules and Regulations, Fee Schedule and procedures as needed. Fair notice in writing will be given if any change occurs)

Signature \_\_\_\_\_ Date \_\_\_\_\_



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**Renter / users will indemnify & hold the City of Boiling Spring Lakes free & harmless from any & all liability on account of injury to any person(s) or damage to any property (i.e.) growing out of, directly or indirectly resulting from, any activity sponsored or conducted by the renter / user.**

**The City of Boiling Spring Lakes agrees to maintain fire, extended coverage, & vandalism & malicious insurance on the building & on personal property of the City of Boiling Spring Lakes contained therein to the extent of its full insurable value; the City of Boiling Spring Lakes shall do the same with respect to its property located in or on the premises, the City of Boiling Spring Lakes and renter hereby mutually release & discharge each other from all claims or liabilities arising from or caused by fire or other casualty covered by the above insurance on the leased premises, or property in or on the leased premises.**

I have read and understand the Rules and Regulations Governing Use Of Boiling Spring Lakes Community Center and agree to comply with these rules and accept responsibility for any damage and/or violation of the rules, which may occur while the facility is in use by my group and myself.

Renter's Signature: \_\_\_\_\_ Date \_\_\_\_\_

BSL Parks & Recreation Staff: \_\_\_\_\_ Date \_\_\_\_\_

**Boiling Spring Lakes Community Center**  
**Table and Chair Set-Up Chart**

**THIS FORM MUST BE RECEIVED BY THE COMMUNITY CENTER DIRECTOR NO LATER  
THAN 14 DAYS PRIOR TO THE EVENT TO CONFIRM TABLE & CHAIR AVAILABILITY!**  
**RENTERS ARE RESPONSIBLE FOR ALL SET-UP.**

**Number of Tables & Chair Available**

12	60" Round Tables	5	37" Square Tables
15	30" X 72" Rectangle Tables	150	Molded Plastic Chairs

Date Of Event \_\_\_\_\_

Name of Event / Activity \_\_\_\_\_

Renter's Name \_\_\_\_\_ Phone \_\_\_\_\_

Diagram of Arrangement Requested  
**The Lakes Room 37' X 50'**

**Small Conference Room (upstairs) 12' X 31'**

**For Office Use Only**

Date Received \_\_\_\_\_ By \_\_\_\_\_

Community Center Room Rental  
**RENTAL PACKAGE Cleaning Checklist**

Thank you for hosting your event with the Boiling Spring Lakes Community Center! In order for your security deposit to be returned to you all decorations must be removed from tables, walls, windows, etc. Any decorations which are left will be thrown away immediately. You party is responsible for any broken or damaged items in and around the facility. Any damage will be taken out of the renter's security deposit along with a written explanation to the renter.

**RENTER'S RESPONSIBILITIES**

1. Remove all decorations and any tape used to hold them. \_\_\_\_\_
2. If kitchen was used all equipment and cabinets wiped down with provided wipes \_\_\_\_\_
3. Any utensils used washed, dried and returned to proper place \_\_\_\_\_
4. Any/all cardboard boxes must be broken down and placed beside trashcan in rear of building. \_\_\_\_\_
5. Back patio area (if used) cleaned of any trash. \_\_\_\_\_

**COMMUNITY CENTER STAFF'S RESPONSIBILITIES**

1. All tables & chairs cleaned & stacked \_\_\_\_\_
2. Lakes room floor swept and mopped \_\_\_\_\_
3. Kitchen floor swept and mopped \_\_\_\_\_
4. All trash bagged and placed in covered trashcan in rear of building. \_\_\_\_\_
5. All trash receptacles wiped with provided wipes. \_\_\_\_\_
6. Bathrooms thoroughly cleaned \_\_\_\_\_

Staff Notes/ Excessive Cleaning Required/Damage Report:

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\_\_\_\_\_  
Signature of Community Center Staff

\_\_\_\_\_  
Time & Date

Community Center Room Rental  
**HOURLY RENTAL Cleaning Checklist**

Thank you for hosting your event with the Boiling Spring Lakes Community Center! In order for your security deposit to be returned to you all decorations must be removed from tables, walls, windows, etc. Any decorations which are left will be thrown away immediately. You party is responsible for any broken or damaged items in and around the facility. Any damage will be taken out of the renter's security deposit along with a written explanation to the renter.

**RENTER'S RESPONSIBILITIES**

1. Remove all decorations and any tape used to hold them. \_\_\_\_\_
2. All tables & chairs cleaned & stacked \_\_\_\_\_
3. If kitchen was used all equipment and cabinets wiped down with provided wipes \_\_\_\_\_
4. Any utensils used washed, dried and returned to proper place \_\_\_\_\_
5. Any/all cardboard boxes must be broken down and placed beside trashcan in rear of building. \_\_\_\_\_
6. Back patio area (if used) cleaned of any trash. \_\_\_\_\_
7. All trash bagged and placed in covered trashcan in rear of building. \_\_\_\_\_
8. All trash receptacles wiped with provided wipes. \_\_\_\_\_

**COMMUNITY CENTER STAFF'S RESPONSIBILITIES**

1. Lakes room floor swept and mopped \_\_\_\_\_
2. Kitchen floor swept and mopped \_\_\_\_\_
3. Bathrooms thoroughly cleaned \_\_\_\_\_

Staff Notes/ Excessive Cleaning Required/Damage Report:

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\_\_\_\_\_  
Signature of Community Center Staff

\_\_\_\_\_  
Time & Date

**City Of Boiling Spring Lakes  
Department of Parks & Recreation**

**Community Center Room Rental Rates  
01 July 2016 – 30 June 2017**

<b>Per Hour Charges</b>	<b>Lakes Room</b>	<b>Computer Lab/Upstairs</b>
BSL Residents	\$75.00	\$35.00
Non BSL Residents	\$110.00	\$60.00
Cleaning Fee	\$50.00	\$25.00
Alcohol Fee	\$100.00	\$100.00
Security Deposit (REFUNDABLE)	\$100.00	\$100.00

**Saturday & Sunday Lakes Room Packages (+ alcohol fee if applicable)**

4 Hour Rental (included cleaning fee & one free hour of set up time)

BSL Residents	\$300.00
Non BSL Residents	\$450.00

8 Hour Rental (included cleaning fee & one free hour of set up time)

BSL Residents	\$550.00
Non BSL Residents	\$850.00

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***RENTAL TIME MUST COVER ANY TIME THAT YOU***

***Need Access Into The Building and/or prevent other programs/events from taking place. This includes set-up and break-down time. All weekend packages include 1 free hour of set up-time.***

***PACKAGES CONSIST OF CONSECUTIVE HOURS IN THE COMMUNITY CENTER.***

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All listed Fees and Charges are subject to change.

Current Boiling Spring Lakes Community Center Hours of Operation are  
Monday – Friday 6:30am – 8:00pm and Saturday 8:00am – 1:00pm.

Rentals taking place after the normal hours of operation require a minimum 4 hour rental.

**Proof Of Residency Required At Time Of Booking.**