



APPLICATION FOR USE OF
LOWELL COMMUNITY CENTER
501 W. First St., Lowell, NC 28098 (Community Center Address)
704-824-3518 (City Hall)

Date: _____ Telephone Number: _____

Name: _____

Address: _____

Are you a citizen of Lowell? _____ YES _____ NO

I request permission to use the Lowell Community Center Facilities on the below date and time:

Date: _____ Time: _____

Function: _____

Number of people expected to attend: _____

Will food and drink be served? _____ YES _____ NO

I agree to pay \$_____ user fee (CASH ONLY) and a \$100.00 deposit (CASH ONLY) for the use of the Community Center. I understand the Community Center will be inspected after my use and if everything is found in order I will receive my \$100.00 deposit refund. \$15 will be deducted for each item not completed on the rental checklist. Also, in the event I need to cancel my reservation, I understand I will only receive my \$100.00 deposit back, not the user fee. I have received a copy and will abide by the rules and regulations governing the city facilities. NOTE: All resident deposits left at City Hall after 7 days will be credited to their water accounts.

Received \$ _____ From: _____

Date: _____ By: _____

City of Lowell

Refund Received By: _____

Date: _____ By: _____

City of Lowell

COMPLETE AND LEAVE ON TABLE FOR INSPECTION PRIOR TO EXITING COMMUNITY CENTER RENTAL CHECKLIST

Name of responsible party _____

Date of rental _____

Renter: Please ensure the following items are complete in order for your FULL refund to be returned. **Each item not complete will be a deduction of \$15 from your \$100 deposit.** Thank you!

***** OFFICE USE ONLY *****

	YES	NO
Heat set at 62 (hall & dining room)	_____	_____
AC set at 80 (hall & dining room)	_____	_____
Stove & Oven OFF	_____	_____
All doors locked	_____	_____
Decorations/Balloons Removed	_____	_____
Floors left in Condition Found	_____	_____
Tables & Chairs Stored Properly	_____	_____
Kitchen & Dishes Clean	_____	_____
Lights Turned Off	_____	_____
Trash Taken Out	_____	_____

Inspected after event by: _____

Date: _____ Time: _____

CITY OF LOWELL
RULES GOVERNING THE USES OF THE COMMUNITY CENTER
(Adopted November 12, 2007)

- (1) The Lowell Community Center (“Center”) is provided by the City of Lowell primarily for the use and convenience of the citizens within the corporate bounds of the City of Lowell. Others may be permitted to use the premises when their use is not in conflict with the use by the citizens of Lowell.
- (2) Those using the Community Center shall exercise proper care and prudence. Anyone abusing the building, furnishings or grounds will forfeit their use privilege and deposit. The applicant will be, in addition to, responsible for any additional costs associated with the clean-up and or repairs resulting from the misuse of the facility. The City, through duly designated employees and / or representatives, will have the responsibility and authority to deny use to any person(s), clubs or organizations that violate proper care of the facility.
- (3) All persons desiring to use the Center for a group, organizational meeting or other function, shall execute a formal “Use Contract”. This contract is to be in a form and manner specifically approved by the City Council. The original contract shall remain at City Hall, or in the custody of the City. Copies of the “Use Contract” executed by the applicant shall be given to the person wishing to use the center, the City of Lowell Police Department and the City’s designated control person or group.
- (4) Anyone desiring to use the Center should make a request at the Lowell City Hall during regular business hours (8:00 am – 5:00 pm, Monday through Friday). All applicants must complete the LCC-101 form or “Use Contract” and make the required security deposit hereinafter described. Applicants for the use of the Center shall not be accepted more than six (6) months before the date of use. No one may be permitted to pre-arrange the use of the Center more than two events every six (6) months. Applicants wishing to use the Center on a more regular basis should submit a written request specifying the day and time of desired use. These requests are to be submitted to the City Council for approval.
- (5) All clubs and organizations desiring to use the Center on a regular basis should submit a special written request specifying the day and time of desired use. A form will be provided for this purpose. These requests are to be submitted to the City Council for approval and the City will notify the organization when or if the request is approved or denied.
- (6) The majority of the members of all clubs or organizations specifically approved and using the Center on a regular basis must be a citizen and resident of the city of Lowell.

CITY OF LOWELL
RECREATION AND COMMUNITY CENTER
USER POLICY

(Adopted November 12, 2007)

Permits for the use of facilities do not include any concession rights whatsoever. All concession rights are retained by the City of Lowell.

The following regulations apply to all recreation facilities and community center operated by the City of Lowell:

1. The facility must be left clean and orderly, otherwise, a clean-up fee shall be charged to the person(s) reserving the facility. All trash must be bagged and removed.
2. Only folding tables and chairs may be moved. All other furnishings must remain in place.
3. All costs associated with the repair, replacement and clean-up of the property resulting from the misuse of the facility shall be the responsibility of the person(s) reserving the facility.
4. All activities shall cease at 11:00 pm unless an exception is granted by the City Manager or his designee.
5. All decorations and other equipment must be removed immediately following use of the facility. (At no time shall nails, tacks, tape, etc. be attached to the walls, floors and ceilings of the facility).
6. The sale of goods and merchandise are prohibited unless an exception is granted in advance by the City Manager or his designee.
7. Alcoholic beverages, drugs, or gambling will not be allowed on the premises of any facility owned or operated by the City of Lowell.
8. Authorized employees of the City of Lowell and or their representatives shall be granted access to any facility.
9. A person having a ball field reserved must exercise good judgment in the use of the field after a rain. Extremely wet fields shall not be used. Damaged caused to a field by using it while too wet shall be repaired or paid by the person(s) reserving the field.
10. All dogs and /or pets must be kept on a leash and under the control of its owner.

mail boxes or newspaper tubes, municipal, county, state and federal traffic signs, historical markers, monuments or signs erected by public authority, temporary displays as a part of customary holiday decorations, and signs denoting the location of underground utilities.

-(b) It shall be unlawful for any person, firm or corporation to nail, stick or otherwise affix bills, posters, advertisements, notices or other printed or graphic matter upon private property within the city without the consent of the owner. (Ord. of 9/5/61)

Sec. 8-40. Prohibited activities in city recreation areas.

(a) For purposes of this section, the term "city recreation areas" means and includes the city's ball park and recreation center, the city's Joe Hudson Neighborhood Park, and the city's community center building (teacherage) and park.

(b) Within or upon the premises of any city recreation areas, it shall be unlawful for any person:

(1) to have or possess any weapon, any intoxicating beverage, any contraband or any controlled substances as defined in chapter 90, article 5 of the General Statutes of North Carolina;

(2) to litter, discard trash, cans, bottles or other debris within said park in any area other than within a receptacle provided therefor;

(3) to deface, mar, paint, or otherwise disfigure any portions of any building or land including any fixtures and equipment thereon;

(4) to have any bicycle or motor vehicles, including motorcycles, dirt bikes and mopeds, at any place other than public vehicular parking areas; or

(5) to violate G.S. 14-132, relating to disorderly conduct in and injuries to public buildings.

(c) It shall be unlawful for any person to enter or go upon the following city recreation areas between the hours herein set forth, unless such areas are open to the public generally during such hours:

(1) ball park and recreation center-11:00 p.m. until 7:00 a.m.; 6:00 p.m. until 11:00 p.m. on Wednesday; 7:00 a.m. until 1:00 p.m. and 5:00 p.m. until 11:00 p.m. on Sunday.

(2) Joe Hudson Neighborhood Park - 10:00 p.m. until 7:00 a.m.

(3) community center building (teacherage) and park-10:00 p.m. until 7:00 a.m.

(d) Signs shall be prominently located within each city recreation area setting the words "No Trespassing" and the hours set forth in subsection (c) of this section.

(e) In addition to the above prohibited activities, it

shall be unlawful for any person to have or possess within the boundaries of the city's ball park and recreation center any glass container unless that person is one of the authorized personnel providing concessions for any and all activities within said park and recreation center. (Ord. of 5/19/80; Ord. of 8/18/80; Ord. of 10/20/80; Ord. of 3/21/83; Ord. of 5/16/83)