



ICC, INC. *Ivy Community Center, Incorporated*



4222 Fayetteville Rd.
Durham, NC 27713
(919) 484-2223

Post Office Box 52465
Durham, NC 27717
Fax: (919) 405-2071

FACILITY USE APPLICATION

(Please print or type)

Name of Organization/Person: _____ ICC Member

Type of Event: _____ Date of Event: _____ Day: _____

Facility Requested:

- Multi-Purpose Room: full _____; one-half _____
(Maximum of 6 hours)
- Board Room (Limited to meetings)
(Maximum of 4 hours)
- Conference Room

Set-up Time: _____

Take down Time: _____

Start Time: _____ End Time: _____

Estimated Attendance: _____

Items Needed:

- _____ Chairs (Limit of 200)
- _____ 60" Round Table (limit of 15)
- _____ 45" Round Table (limit of 7)
- _____ 6' Rectangular Table (limit of 13)
- _____ Podium (limit of 1)

Additional Requirements

(Check ALL That Apply):

- _____ Alcohol _____ Kitchen
- _____ Decorating (no confetti) _____ Security Guard
- _____ Dance Floor
- _____ Janitorial Service (required if food is served)

Applicant is responsible for set-up of

Additional fees may apply to the above

A non-refundable fee of \$35.00 is required at the time of application to guarantee availability of the time and space requested. NO PERSONAL CHECKS ACCEPTED.

Name of Authorized Applicant: _____

Contact Person/Title: _____

Mailing address: _____ E-mail address: _____

Telephone #: _____ (home) _____ (cell) _____ (work)

I/We have read and fully understand all information in this Facility Use Application and the Facility Use Policy attached to this application as it pertains to the rules, regulations, rental rates and cleaning procedures of the Ivy Community Center (ICC), and hereby agree to comply fully with them and with the rules, guidelines and procedures specified in the documents. It is further understood and accepted that **ICC WILL NOT** be held liable for any accidents or injuries occurring to persons in attendance at this event. In the event of any damage to the facility or ICC equipment during usage, or failure to restore the facility to satisfactory condition following usage, the undersigned or the organization named above agrees to defray the cost for such damage as determined by ICC Management. I/We understand and agree that this reservation may be cancelled at any time before or during the scheduled event as outlined in the ICC Facility Use Policy or otherwise communicated by ICC Management.

(Signature) _____ (Date)

FOR OFFICE USE ONLY			
Date Received:	Time Received:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Amount Paid:		<input type="checkbox"/> Cash	<input type="checkbox"/> MO <input type="checkbox"/> Bank Ck
\$ _____ Appl. Fee; \$ _____ Rental Deposit; \$ _____ Other			
Signed/ICC Management: _____			

Ivy Community Center, Inc.

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Welcome to the Ivy Community Center. Thank you for choosing Ivy Community Center for your special event. We hope that your use of our facility will be a pleasant and an enjoyable experience. Your use of Ivy Community Center will be governed by the rules and guidelines specified in this Facility Use Policy, as follows:

FACILITY USE POLICY

A. General Information

1. For a fee, the Ivy Community Center may be reserved for business and/or social events by other civic, cultural, educational, religious, political, social organizations, and individuals whose purpose and mission are consistent with the purpose and mission of the Ivy Community Center, Inc.
2. Ivy Community Center House Managers will be on the premises during all activities and functions. The renter is responsible for immediately advising the House Managers if, during his/her use of the facility, problems arise relative to the facility, equipment operations, and/or any other concerns.
3. Ivy Community Center Management reserves the right **to deny** usage of the Center to any organization or individual whose purpose or mission it determines are not consistent with those of the Ivy Community Center, Inc.
4. The spaces available for rental include the Multi-Purpose Room (rental of full room or half room), Conference Room, Board Room, and Kitchen.
5. The renter's use of the facility is limited to the period of time, and space requested, as specified in the rental contract.
6. The person reserving the facility must be present during the entire activity and is held responsible for the facility and the proper use of the equipment.
7. The renter may not collect fees on the premises for admission to an event held at Ivy Community Center.
8. Rental rates for the Multipurpose Room cover a maximum rental period of six (6) hours. Rental rates for the Board Room cover a maximum rental period of four (4) hours. This includes time used by the renter for set-up, decorating, preparation, take-down, clean up, and the walk through inspections before and after the event.
9. In the event that the renter's use of the facility extends beyond the time specified in the rental contract, the renter will be charged an additional fee for each hour or fraction of an hour. The additional fee will be charged to the renter or deducted from the Security Deposit.

10. The renter will be charged an hourly fee for pre-event access to the Ivy Community Center for decorating, rehearsal, etc., prior to the date of the event (based upon availability).
11. A uniformed, armed security guard, obtained by Ivy Community Center management, shall be on duty at functions in accordance with the guidelines in the Facility Use Policy. The renter will be responsible for paying, in cash, the full cost for the services of the security guard. The payment is to be made on the date that the rental balance is due.
12. No person under 21 years of age may secure reservations for use of the facility.
13. Children present at the facility must be supervised by adults at **ALL** times. Ivy Community Center, Inc. and Ivy Community Center Management will assume **no** responsibility for any accidents or injuries occurring to persons in attendance at an event. In the event of damages, the costs for repair or replacement will be deducted from the Security Deposit.
14. Rentals for youth group events (i.e., events at which the majority of attendees are under age 21), and/or undergraduate sorority and fraternity chapter events, require the presence of adult chaperones and/or Undergraduate Advisors who understand and accept full responsibility for the groups' strict adherence to all rules and regulations set forth in this policy. At the sole discretion of Ivy Community Center Management, a uniformed, armed security guard, obtained by Ivy Community Center Management, may be required to be on duty at such functions. The renter will be responsible for paying the full cost of the services of the security guard.
15. When food and beverages are served at an event, the renter will be required to use the kitchen, pay the kitchen-use fee and provide his/her own dishcloths and towels, paper products, serving utensils, etc. When food and beverages are served at an event in the Multi-Purpose Room, in addition to paying the kitchen-use fee, the renter will also be required to pay a janitorial fee as described in Section C, paragraph 3.
16. Cooking outside is only permissible with the written approval of Ivy Community Center Management, and must be obtained prior to the start of the event.
17. Ivy Community Center will provide chairs, tables and other equipment as indicated in the Facility Use Rental Application. The renter is responsible for the set-up of these furnishings prior to the event, and for take-down at the conclusion of the event. When the renter has paid a janitorial service fee, break-down of these furnishings is not required.
18. Furnishings in the Center are **not** to be moved from room to room or otherwise used without the approval of Ivy Community Center Management. The use of confetti and wax candles is prohibited. Staples, nails, glue, and/or tape are not to be used on the walls.
19. Additional equipment and personal property, decorations, etc. must be provided by the renter, subject to approval by Ivy Community Center Management. Ivy Community Center Management must be made aware of such items prior to the start of the event. Ivy Community

Center assumes no responsibility for such items. At no time are special effect devices (i.e. smoke machines, fireworks, etc.) allowed to be used on the property.

20. The renter understands and accepts that fighting, quarreling, playing of loud music and other such disturbances are prohibited on the premises. Loitering is not allowed on the premises.

21. Ivy Community Center **WILL NOT** be held responsible for any accidents or injuries occurring to persons in attendance at an event.

22. Ivy Community Center is a smoke-free facility. Receptacles for the disposal of cigarette butts will be placed outside the building in a designated smoking area. Evidence of smoking inside the facility will result in forfeiture of the full amount of the Security Deposit. Any additional damages to the facility and/or its furnishings will be assessed to the renter as determined by the Management.

23. Illegal substances and activities, firearms, and other weapons are prohibited on the premises.

B. Alcoholic Beverage Use

“Alcoholic beverages” means any beverage containing at least one-half of one percent (0.5%) alcohol by volume. Examples of alcoholic beverages include, but are not limited to, beer, lager, malt liquor, ale, porter, unfortified wine, fortified wine, spirituous liquor, and mixed beverages.

The serving of alcoholic beverages inside the facility is permitted under the following conditions:

1. The renter assumes full responsibility for complying with federal, state and local laws governing the serving of alcoholic beverages
2. The renter must obtain an Alcoholic Use Permit from the North Carolina ABC Board of Control. This permit must be presented to Ivy Community Center Management prior to the start of the event.
3. A uniformed, armed security guard, obtained by Ivy Community Center Management, will be required to be on duty at functions where alcoholic beverages are served. The renter will be responsible for paying the full cost of the services of the security guard.
4. Alcoholic beverages **may not be sold** on the premises and must not be provided to anyone appearing to have exceeded legal limits for consumption.
5. Persons under 21 years of age may not be served and must not consume alcoholic beverages on the premises.

C. Facility Maintenance and Cleaning

1. The renter agrees to abide by the Facility Cleaning Procedures requiring janitorial services, and agrees to pay for any necessary cleaning resulting from failure to comply with the policy. This fee will be deducted from the Security Deposit, if applicable.
3. When food and/or beverages are served at a function held in the Multi-Purpose Room of the facility, the renter will pay for janitorial service provided by Ivy Community Center Management.
4. The renter and Ivy Community Center Management will conduct a walk through inspection of the facility on the day of the event before and after the event.

D. Facility Rental Information

1. The Facility Use Rental Application may be obtained online at www.alphazetaomega.org. Renter must complete the Rental Application, sign it and return it along with a non-refundable application fee to Ivy Community Center Management to begin the rental process.
2. Upon receipt of the signed Rental Application and the non-refundable application fee, Ivy Community Center Management will prepare a contract for rental, and email or mail it to the renter for review and acceptance. **The signed Rental Application confirms that the renter has read and fully understands all information in the Facility Use Policy.**
3. The requested event date will be confirmed upon the acceptance of the Contract Agreement and secured upon the Ivy Community Center Management receiving the Rental Deposit.
4. The balance due on the rental and other fees, as applicable, must be paid to Ivy Community Center Management **one (1) month** prior to the date of the event.
5. Any change in, or amendment of, the provisions of the Facility Use Rental Application, Facility Use Policy, Rental Contract Agreement, fees or other documents relating to the rental of the facility, requires a written notification and approval by Ivy Community Center Management and the renter. **No verbal agreements are binding.**

E. Cancellations/Terminations/Refunds

Any cancellation of the rental contract by the Renter, after Ivy Community Center Management has received the signed rental contract requires a written notification. **Required fees (payments) not received on or before the dates specified in the rental contract could result in the cancellation of an event.**

The Renter understands and agrees to the following terms regarding refunds:

- 1. The application fee is non-refundable.**
- 2. Cancellation less than 45 days prior to the event date will result in the forfeiture of the full Rental Deposit.**
- 3. Cancellation less than 15 days prior to the event date will result in forfeiture of all fees paid.**
4. For any cancellation due to inclement weather or other such acts of nature, *if the event is cancelled before it commences*, the Renter will receive 100% of the fees paid less the non-refundable application fee. *If the event is in progress*, Ivy Community Center Management, based on the length of the event, will determine the amount of the refund. The Security Deposit is subject to deductions for damage assessments or any other fees assessed for failure to comply with the rules and guidelines specified in this Facility Use Policy.
5. Ivy Community Center Management reserves the right to cancel the rental contract or terminate the event in progress at any time if it is determined that the Renter and/or event is not in compliance with the rules and agreements established in the rental contract or this Facility Use Policy. If Ivy Community Center Management cancels the event before it commences, the Renter will receive the total refund less the non-refundable application fee. If the activity is in progress when terminated by Ivy Community Center Management, the Renter will receive only the Security Deposit subject to deductions for damage assessments or any other fees assessed for failure to comply with the rules and guidelines specified in this Facility Use Policy.
6. Ivy Community Center, Inc. and Ivy Community Center Management assume **NO** responsibility or liability for any losses to the Renter due to cancellations.
7. Within 24 hours after the conclusion of an activity, Ivy Community Center Management will conduct a second walk-through to inspect and inventory the Renter's contracted space, including restrooms, hallways, and kitchen. Pending no damage and/or other circumstances warranting assessment of fees under the rules and guidelines specified in this Facility Use Policy, a full refund of the Security Deposit will be mailed to the Renter within 30 days following the event.
8. In the event of damages and/or other circumstances warranting assessment of fees under the rules and guidelines specified in this Facility Use Policy, Ivy Community Center Management will secure an accurate estimate of repair or replacement costs and send a copy of the estimate to the Renter. The Renter agrees to forfeit the Security Deposit if repair or replacement costs equal the Security Deposit. If the repair or replacement costs exceed the amount of the Security Deposit, the Renter agrees to pay the difference within 30 days. If the repair or replacement costs are less than the Security Deposit, Ivy Community Center Management will refund the balance to the Renter after the repair or replacement has been made.