

Effective Date 4-15-2019

Subject: Town Of Stem NC Town Hall Jack Day Community Park Reservation Policy

Applicability: The Town of Stem recognizes the need for community resources for meetings and assembly of citizens and that the shelters at Jack Day Community Park may serve as such a resource. Elected Officials, Town Employees, Groups, Committees and Citizens shall abide by the policies contained in this document.

1.0 Policy: Use of the Town Hall Building by Town Employees, Citizens, Groups, Committees, or Elected Officials to conduct Town business shall conform to the policies, protocols and procedures contained, or referenced, herein.

2.0 Responsibility: This policy was adopted on April 15, 2019.

3.0 Procedures:

3.1 The shelters at Jack Day Community Park are available to be reserved on a first come, first served basis with a minimum of 72 hours advance notice by sending a notice to the Town Clerk. In the event that shelters are not reserved in advance in accordance with these guidelines, they are available to all on a first come, first serve basis.

3.2 Park is open dawn to dusk unless otherwise coordinated through the Town of Stem.

3.3 No alcohol allowed on the premises unless otherwise approved by the Town of Stem.

3.4 No smoking allowed on the premises.

3.5 No drugs allowed on the premises.

3.6 No guns, knives or other weapons allowed on the premises..

3.7. Dumping grease is prohibited.

3.8 No loud, boisterous or profane language.

3.9 No littering.

3.10 Leashed pets welcome. No animals or pets allowed inside the mulched playground area except those permitted by American with Disabilities Act (ADA). Please pick up after your pet.

3.11 Stay off landscaping. Do not hang or pull on tree limbs, stomp on bushes, etc.

3.12 The Town of Stem or its agents will not be responsible for lost or stolen goods.

3.13 The facility shall be left as it was found, including but not limited to the following: picking up and properly disposing of trash, paper, cups, bottles, cans, cardboard, etc.

3.14 Intentional damage to the park will result in a ban of that individual from the facility for the rest of the year.

3.15 The Town of Stem reserves the right to require the licensee to provide security for its event.
Security to be provided must be approved by the Town of Stem.

3.16 The Town of Stem reserves the right to require the licensee to obtain insurance for their event
including coverage of the facility and persons in the group or attendance.