



DEPOT RAILROAD AVENUE PARK

390 Railroad Avenue, Brevard

Use Policy and Rental Agreement



APPLICANT INFORMATION

APPLICANT NAME/RESPONSIBLE PARTY

NAME OF ORGANIZATION

MAILING ADDRESS

DAYTIME PHONE

EVENING PHONE

EMAIL ADDRESS

EVENT INFORMATION

DATE(S) REQUESTED

TIME(S) REQUESTED – Please include set up and tear down time when reserving the facility

TYPE OF EVENT

REQUESTED AREA FOR EXCLUSIVE USE

(Rental Fees are charged as published in the City of Brevard Fee Schedule adopted by City Council)

___ **Outdoor Pavilion Only** (Includes adjacent grassy area)

___ **Meeting Room Only** (Does **NOT** include use of Outdoor Pavilion or adjacent grassy area)

___ **Meeting Room and Outdoor Pavilion** (Includes adjacent grassy area)

NOTE: The facility's restrooms and picnic tables on the parking lot side of the Depot building are not included in the exclusive use of the Depot and are to remain open for the enjoyment of the public using the hike/bike path.

CONTINUOUS RESERVATION?

Yes []

No []

TYPE OF EVENT

ASSUMPTION OF LIABILITY

For and in consideration of the use of the Depot Railroad Avenue Park, the Responsible Party/Organization agrees to indemnify and hold harmless the City of Brevard, a local government entity, from and against any and all loss, damage, claim, demand, liability, or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with my/our organization's occupancy or use of said premises. Furthermore, I and/or our organization hereby agree to reimburse the City of Brevard for any and all costs to repair any and all damage that may be caused directly or indirectly to the facility during the time period of occupancy and/or use of said premises.

Failure to follow the rules and regulations as described in the attached Use Policy and Rental Agreement will result in forfeiture of deposit. Applicant will be responsible for all costs associated with damage incurred to the facility and grounds in excess of the security deposit.

I, the above applicant, have read and understand the rules and regulations stated within the Use Policy and Rental Agreement.	
Signature of Applicant/Responsible Party	Date

City Approval	Date
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Rental Fee: \$	Date Paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check # _____
Deposit: \$	Date Paid: Receipt No.:	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check # _____
Deposit Refunded: \$	Date Returned:	Check #:

DEPOT FACILITY USE POLICY AND RENTAL AGREEMENT

390 Railroad Avenue, Brevard, NC

The Depot facility is available for rent by citizens and visitors, as well as non-profit civic, professional, social, recreational, and community oriented clubs/organizations in the City of Brevard, provided that the membership thereof is not restricted on the grounds of race, color, religion or national origin. Groups using this facility are strictly prohibited from charging fees.

The Depot Railroad Avenue Park is managed and maintained by the City of Brevard Public Works Department. The City Clerk is responsible for use scheduling and related administration. The City Manager includes in the budget each year the proposed fees and/or charges for use of the Depot Railroad Avenue Park.

The following rules and restrictions will apply in both approving the use of the Depot by any group or individual and in the actual use thereof. These rules and restrictions apply to all attendees of your event.

Reservations

1. City government functions and meetings take first priority when scheduling the use of the Depot.
2. Reservations shall be made at least seven (7) days prior to scheduled meeting or event.
3. The Depot is available for reservations Monday through Sunday on a first come, first serve basis. The Depot will be closed to reservations on all holidays observed by the City.
4. Reservation is for the hours specified on application that has been approved by the City of Brevard. Please make sure that you request enough time for setup and cleanup.
5. All activities at the Depot shall be restricted to the period of 7:00 A.M. to 9:00 PM.
6. There is a 7-day cancellation policy. Any user or group wishing to cancel their reservation must do so in writing to the City Clerk. There will be a full refund of the rental fee and security deposit if cancellation is done at least seven (7) days before scheduled use.

Continuing Reservations

1. A group may reserve a continuing reservation for no more than one block per week. Continuing reservations are available in 3-hour blocks and are limited to the hours of 7:00 am to 11:30 am or 12:00 noon to 4:30 pm. Weekday evening and weekend reservations will be scheduled on a single reservation basis only. The period of a continuing reservation may be granted for up to one year and will be reviewed periodically by the City Manager. Continuing reservations are not permanent.

Fees

1. Fees are for a 3-hour minimum and are due at the time of reservation.
2. Fees for continuing reservations are payable quarterly and due at least 7 days in advance of the quarter.

Weekdays (Monday through Friday) rates are as follows:

Outdoor Pavilion Only	Time	Non-Profit	Private
Morning Block	7:00 am to 11:30 am	\$50	\$75
Afternoon Block	12:00 pm to 4:30 pm	\$50	\$75
Evening Block	5:00 pm to 9:00 pm	\$50	\$75

Meeting Room Only	Time	Non-Profit	Private
Morning Block	7:00 am to 11:30 am	\$50	\$75
Afternoon Block	12:00 pm to 4:30 pm	\$50	\$75
Evening Block	5:00 pm to 9:00 pm	\$50	\$75

Meeting Room and Outdoor Pavilion	Time	Non-Profit	Private
Morning Block	7:00 am to 11:30 am	\$100	\$125
Afternoon Block	12:00 pm to 4:30 pm	\$100	\$125
Evening Block	5:00 pm to 9:00 pm	\$100	\$125

Weekends (Saturday and Sunday) rates are as follows:

Outdoor Pavilion Only	Time	Non-Profit	Private
Morning Block	7:00 am to 1:00 pm	\$150	\$200
Evening Block	3:00 pm to 9:00 pm	\$150	\$200
Full Day	7:00 am to 9:00 pm	\$250	\$300

Meeting Room Only	Time	Non-Profit	Private
Morning Block	7:00 am to 1:00 pm	\$150	\$200
Evening Block	3:00 pm to 9:00 pm	\$150	\$200
Full Day	7:00 am to 9:00 pm	\$250	\$300

Meeting Room and Outdoor Pavilion	Time	Non-Profit	Private
Morning Block	7:00 am to 1:00 pm	\$250	\$275
Afternoon Block	3:00 pm to 9:00 pm	\$250	\$275
Full Day	7:00 am to 9:00 pm	\$350	\$375

Deposits – Use and Forfeit of Deposit

1. A refundable security deposit of \$100 shall be made at the time of the reservation.
2. Security deposit will be refunded by mail after the event is held, provided the Depot was left neat and clean and there is no physical damage to the structure or contents of the building, trash was placed into outside receptacles, lights were turned off, all doors were locked and the key is returned to the key drop box.

3. Security deposit will be forfeited when a group fails to cancel their reservation at least seven (7) days prior to their reserved time.

Key Access to the Depot

1. Key is picked up at Brevard City Hall located at 95 West Main Street during regular business hours - Monday through Friday from 8:30 AM to 5:00 PM.
2. Key will only be issued to the APPLICANT and ID will be required before obtaining the key.
3. Key may be picked up no sooner than 24 hours prior to scheduled reservation and must be dropped in the key drop box located at the Depot immediately following the scheduled reservation. For weekend rentals, key may be picked up on the Friday before the scheduled reservation.

Parking

1. 63 paved off-street parking spaces, including 2 handicap spaces, are provided at the Depot.
2. Keep all vehicles off of the adjoining property owner's lawns.
3. On-street parking on Railroad Avenue or McLean Street is prohibited. Any vehicles parked on Railroad Avenue or McLean may be towed at the owner's expense.
4. There shall be no parking in the driveways or in any manner so as to interfere with the use of private drives or parking lots.

Prohibited

1. Groups using this facility are strictly prohibited from charging fees.
2. Alcohol, tobacco, grills and open fires are prohibited inside or upon the Depot premises and parking lot.
3. No fireworks **of any kind** may be set off in or outside of the Depot or parking lot.
4. Illegal drugs or substances are not allowed in or on the premises of the Depot or parking lot.
5. Weapons are not allowed in or on the Depot premises.
6. Animals of any kind are not permitted inside any part of the Depot. Exception: Animals trained as assistance for legally blind or handicapped individuals.
7. No use shall be permitted at the Depot which are prejudicial to the rights and privileges of adjacent and nearby property owners and residents or those using the hike/bike path due to the sounds or activities generated there from. Violation of City of Brevard Noise Ordinance may result in forfeiture of remaining reservation without refund.
8. The hike/bike path is to remain open at all times for the enjoyment of the public. Obstruction of the hike/bike path or hindrance of its intended use in any way is prohibited.
9. No solicitation of passersby on hike/bike path or Railroad Ave shall be allowed for any purpose.
10. City of Brevard Police Department has authority to enforce compliance with all regulations regarding use of the Depot premises.

Using the Depot

1. No use shall be approved which involves the keeping of items of furniture, equipment and/or materials which by their presence in the Depot will interfere with the use thereof by other groups.

2. The City of Brevard will not be responsible for any stolen goods.
3. 10 folding 8-foot tables, 80 folding chairs and a podium are available for use by your group. Tables and chairs are located in the storage closet. Do not remove tables, chairs or podium from the Depot.
4. Free public Wi-Fi is available at the Depot.
5. Fire Regulations – The meeting room size is 23' x 28' with maximum capacity of 92 people (chairs only) or 43 people (tables and chairs).
6. There is no kitchen at the Depot and no food preparation is allowed, but catered food is permitted. Food truck spaces are available in the parking lot and a special event permit is required.
7. No decorations of any kind, i.e., plaques, pictures, or any other objects shall be fastened to the walls, ceilings, windows or lighting fixtures by use of nails, tacks, screws, tape, etc. No use of confetti, silly string, bubbles or sidewalk chalk, etc., will be permitted. No temporary structures such as walls, panels, curtains, tarps or canopies shall be erected. Small pop-up canopies will be permitted if not staked. Any fixtures, furniture, displays or decorations provided by the user(s) must be removed from the building immediately following the use of same, so the building will be ready for the next group. Failure to remove items shall be cause of revocation of security deposit.

Clean Up

1. All groups or users are expected to leave the premises in substantially the same condition in which they found it.
2. Outside trash receptacles, additional trash bags, broom and dustpan and cleaning supplies are provided for your use and are located in the janitor's closet near the restrooms.
3. Paper products are provided for the restrooms.
4. All tables and chairs are to be cleaned and in good condition and must be returned to the storage room.
5. All tables, chairs, kitchen counter, sink, and floors are to be free of trash, debris, food and spills.
6. At the end of your event, all trash must be deposited into the outside trash receptacles.
7. Turn out lights.
8. Make sure all doors are locked, EXCEPT the outside door leading to the restroom area, which is to remain open for public use at all times.

The City Council reserves the right to waive or modify any or all provisions hereof.