

John D. Fuller, Sr. Recreational/Athletic Complex Facility Reservation Guidelines, Policies and Procedures

The Events Staff of the John D. Fuller, Sr. Recreational/Athletic Complex, will help in every way to make your planned event an outstanding success. The following guidelines and procedures are intended to help us plan and execute your functions smoothly.

Function Space

The John D. Fuller, Sr. Recreational/Athletic Complex offers a flexible floor plan with many amenities. Featuring rooms that range from 330 to 8,900 square feet individually, The Complex can accommodate virtually any size and type of function your organization will need. There is easy access and substantial parking on site to give your attendees the convenience they need.

Private meeting and banquet accommodations are available for groups of 10 to 1,300 people. Function rooms are assigned by the estimated number of people in attendance. A room rental fee will be quoted on an individual basis. We appreciate adherence to the times agreed upon for your function; other groups may be scheduled for the same room prior to or following your function. If your time schedule changes, please contact the Sales Administration Department; and we will make every effort to accommodate you.

Rental Fees Include

Rental fees include the use of the reserved area(s), normal janitorial and maintenance services, heating and/or air conditioning, normal lighting, room set up of tables and chairs, room clean up, parking, use of public restrooms, and on-site public safety officers. Tables and chairs are only available within the limits of inventory, subject to prior commitments.

Clean up of the reserved space covers the break down and storage of table and chairs by the Complex staff. Clean up also covers the cleaning of the floor surface by vacuuming carpeted areas, sweeping and/or mopping non-carpeted areas and the removal of the protective Gymnasium floor covering, if applicable.

Rental Fees Do Not Include

Reservation fees do not include the removal of left over food and beverage items, crates, lumber, packing materials, decorations, or disposal of linens and floral arrangements. These items are to be removed by the Renter at the end of the Rental period. Any such accumulation removed by the Complex staff will result in a charge to the Renter, at the prevailing rates and shall be deducted from the Renter's security deposit or billed separately if the security deposit has been exhausted by the payment of other fees.

Catering Services

For the convenience of our guests, the John D. Fuller, Sr. Recreational/Athletic Complex provides on-site catering services. For more information, please contact (910) 624-4136 or (910) 977-3336.

Outside Food & Beverage/Alcohol

The Complex honors an open Outside (Open) Catering policy. However, use of the kitchen is strictly prohibited, except for obtaining water and ice. All equipment, excess food and other materials related to food and beverage services must be removed immediately by the conclusion of the function.

The sales, serving and consuming of alcoholic beverages are strictly prohibited. Alcoholic beverages of any kind are not allowed in the building or on the premises.

Linen Service

Standard table linens are provided at no charge for your function when using Complex on-site catering services. However, guest using outside caterers can still rent standard table linens for a fee. For more information, please contact (910) 624-4136 or (910) 977-3336.

Decorations/Displays

The Renter shall only use Complex-approved decorations in **rented areas only**. Decoration shall not be used in hallways, the lobby or restrooms. Only drip-less candles, whether lit or not, will be allowed. Drip-less candles must be burned in glass hurricanes or other such devices. The Renter shall not affix or attach signs, banners, flyers, etc. to any wall, ceiling, or any piece of Complex property. Due to the extreme difficulty in its removal, glitter, confetti, or similar types of decorative items may not be used to decorate. Neither nails nor any other defacing device, such as tape, glue, push pins, thumbtacks, etc, may be inserted in or on any piece of Complex property. Tape may be used only if it is approved by the Complex Director or Assignee. Alterations to any piece of Complex property is strictly prohibited. Any damage to walls, floors, windows, surfaces or furnishings will be repaired at the expense of the Renter and shall be deducted from the security deposit or billed separately if the security deposit has been exhausted. Corridors, hallways and lobbies may not be used for exhibit purposes, unless approved by the Complex Director or Assignee. Displays, signs, entertainment, solicitation, distribution of cards, circulars, samples or other promotional materials may not be used, unless approved by the Complex Director or Assignee.

Audio/Visual Equipment

The John D. Fuller, Sr. Recreational/Athletic Complex provides certain audio/visual equipment for your function for a fee.

Service and Clean Up

Rental fees include the use of the agreed upon space, patronage of the cafeteria, normal janitorial and maintenance services, heating and/or air conditioning, normal lighting, room set up of tables and chairs, room clean up, parking, public restrooms, the use of the outdoor dumpster and on-site security officers. Tables and chairs are only available within the limits of the inventory, subject to prior commitments.

Room clean-up is included in your rental and is provided by the Complex Environmental Services Department. Clean up of the rental space covers the break down and storage of tables and chairs by the Environmental Services Department. Clean up also covers the cleaning of the floor surface by vacuuming carpeted areas, sweeping and/or mopping non-carpeted areas and the removal of the protective gymnasium floor covering, if applicable. Clean up does include the removal of left over food items, crates, lumber, packing materials, decorations or disposal of linens and floral arrangements. These items are to be removed by the Renter at the end by the rental period. Any such accumulation removed by the Environmental Service Department will result in a charge to the Renter, at the prevailing rates and shall be deducted from the Security Deposit or billed separately if the Security Deposit has been exhausted by the payment of other fees.

Deposit and Payment

A Security Deposit, **separate** from the rental fee shall be paid upon the signing of the contract. The security deposit will be refunded within thirty (30) calendar days after the event. The Security Deposit will not be refunded or only partly refunded, if damages occur to the rented space or if any charges or fees are incurred as set forth in this contract.

A minimum of fifty (50) percent of said rental fee is required upon the signing of the contract. The remaining balance is due no later than thirty (30) calendar days from the signing of the contract. Failure to pay the remaining balance of the rental fee will result in the loss of all payments previously made, including the security deposit. All payments shall be made by cash, cashier's checks or money orders.

Cancellations

Cancellations must be made in **writing** and can only be made by the Renter. A written cancellation of the contract made more than ninety (90) calendar days prior to the date of the event will result in full refunded of the rental fee and the Security Deposit. A written cancellation of the contract made more than thirty (30) calendar days, but less than sixty (60) calendar days prior to the date of the event will result in a loss of fifty (50) percent of the rental fee, along with the Security Deposit. A written cancellation of the contract made less than thirty

(30) calendar days prior to the date of the event will result in the loss of the total rental fee, along with the Security Deposit.

Start and End Times/Limitation on Hours of Use

Start and end times of all functions are to be strictly adhered to. The reserved area may not be entered for set-up, no more than one (1) hour before the scheduled function, unless special permission has been given in writing by the Complex Director or Assignee. All persons using the reserved area must vacate the premises by the **end** of the rental period, unless special permission has been given in writing by the Complex Director. Failure to vacate the premises by the **end** of the rental period will result in loss of Security Deposit in the amount of the additional hour(s) until all persons using the area have vacated the premises. Additional charges will apply if Security Deposit has been exhausted.