

## **Riverview Community Rental Policy**

Effective date: January 1, 2024

### **I. General**

The Riverview Community Center (RCC) gym, banquet and theatre rooms are essential to the mission of the RCC, which is to serve the people of Ashe County to help build a stronger community by empowering people of all ages to be actively involved in the community through educational, recreational, social activities and support services. It is with this responsibility in mind that the following policies and guidelines have been adopted.

### **II. Rental Priority and Availability**

RCC activities and RCC members have priority in scheduling events and activities. A calendar of events is located on our website at [www.riverviewcommunitycenter.com](http://www.riverviewcommunitycenter.com).

Gym and Room rentals are subject to availability according to the RCC's calendar, hours of operation and approval from the RCC staff and payment of applicable fees.

In the event of inclement weather, rentals may be cancelled to ensure the safety of our volunteers and members. We will work to reschedule any cancelled events.

### **III. Room Reservations and Rentals**

To reserve the banquet room, theater room gym or a combination of rooms, please contact us at [riverviewcommunityctr@gmail.com](mailto:riverviewcommunityctr@gmail.com) or visit us on our website at [riverviewcommunitycenter.com](http://riverviewcommunitycenter.com) confirm your reservation, you will need to complete a room reservation agreement and pay applicable fees.

- a. Rental Fees
- b. All reservations include the public spaces such as hallways and restrooms.
- c. A \$50 refundable cleaning/damage deposit will be assessed to all private parties and organizations renting the rooms. Renters are required to leave all rented room and restrooms in at least the condition they were in when the rental period started. Renters will be required to remove all trash from the premises, sweep/vacuum floors, clean any spills, return all equipment to its original location, and turn off all lights. If renters meet the requirements and leave the facility in satisfactory condition, the cleaning deposit will be returned within 7 business days. Any items broken because of misuse during the rental period will be replaced using the deposit funds.
- d. Banquet room rent including use of the banquet room kitchen is \$75 for a 4-hour rental period. Exceptions to the length of the rental will be considered on a case-by-case basis.
- e. Theatre room rent is \$50/ 4-hour period. Exceptions to the length of the rental will be considered on a case-by-case basis.
- f. The gym can be rented on an hourly basis at a rate of \$10/hour.
- g. Any concerns about the condition of the rental spaces at the beginning of the rental period should be documented as to not jeopardize refund of the deposit.

### **IV. General Rules and Regulations**

- a. Smoking, vaping, or tobacco products are prohibited within the 25 feet of the community center building.
- b. Alcoholic beverages are prohibited anywhere on RCC property.
- c. All rooms used must be confined to the rental areas requested and approved.
- d. The RCC will not be responsible for losses of personal property or injuries suffered by individuals or groups occurring during the use of any of the rental facilities.
- e. Any equipment used must be clean and returned to their original location.
- f. There must be a minimum of one adult present to provide supervision of children for which they are responsible.
- g. The RCC board of directors reserves the right to refuse rentals to anyone for any reason at its discretion.
- h. No decorations, signs or other materials may be affixed to the walls, ceiling or floor with materials which will mar, deface or damage these surfaces (staples, nails, tacks).
- i. No pets are allowed at the RCC except service/assistance dogs.
- j. Any violation of these rules, regulations and conditions may result in the immediate termination of the right to use the facilities.

#### **V. Additional Gym Rules and Regulations**

- a. The maximum occupancy for gym rentals is 100 people.
- b. All users of the gym must sign a liability waiver prior to the beginning of their first workout/exercise.
- c. Food and drink is limited to the gym stage only. The gym stage has a seating capacity of 20 people.
- d. No equipment, strollers, or toys with wheels are allowed on the gym floor.
- e. Gym users are responsible for all damages caused during the event other than normal wear and tear.
- f. Gym users are required to wear appropriate shoes that will not damage and/or permanently mark the gym floor.
- g. No dunking or hanging on basketball rims or nets. The children's adjustable basketball goals are particularly subject to being damaged by dunking or hanging on the rim.
- h. Any equipment used must be clean and returned to their original location.
- i. In the event the use of the gym floor requires the use of additional equipment that could potentially damage the playing surface, mats must be placed over the floor. The individual or organization renting the gym must provide the mats and the gym staff must approve of them before the equipment is cleared for use.
- j. If any liquid is spilled, it must be cleaned up immediately.

#### **VI. Emergency Procedures**

In the event of a medical emergency, call 911, and if capable, administer appropriate first aid until the ambulance or fire department arrives, and have someone meet the ambulance outside to guide them to the injured person.

There is an Artificial External Defibrillator (AED) located in entrance hallway of the RCC next to the to the doors to the Thrift Shop. A first aid kit is also located in this area.

Fire extinguishers are in the banquet room by the glass double doors, in the banquet room kitchen near the microwave, in the theatre room next to the piano, inside the gym, just to the left of the entrance, and in the hallway to the right of the gym entrance.

**VII. Liability**

The use of the RCC facilities and any equipment will be solely at the risk of the participant and their guests. The RCC does not assume liability or responsibility for any injury to any person within its facilities. The renter will release, indemnify, and hold harmless the Riverview Community Center, the Riverview Board members, contractors, and representatives from all claims, costs, suits, actions, judgements or expenses upon any damage, loss or injury to the renter and/or their personal property which may arise from the use of the rental space and/or equipment. The RCC does not make any express or implied warranty of the premises, the equipment, or fixtures.