

## CHILDREN'S HOPE ALLIANCE

### RULES AND REGULATIONS GOVERNING LITTLE JOE'S CHAPEL AND ENRICHMENT CENTER

1. To secure a date for any event to be held at Little Joe's Chapel and Enrichment Center, a written reservation form must be completed and approved by the Leasing Coordinator, his/her designee and, when necessary, the President/CEO. Reservations are confirmed on a first-come-first-serve basis, up to one year in advance. Only the room(s) paid for and confirmed through reservation may be used. A separate reservation form must accompany each request for use.
2. A contract is confirmed when lessee pays a nonrefundable deposit equal to 50 percent of the total rental fees and 100 percent of the security deposit. Lessee is required to pay the remaining 50 percent balance of rental fees 14 days prior to use of the facility. If lessee does not pay all fees in full, the contract becomes invalid. A \$100.00 damage deposit is required for all meetings and a \$200.00 damage deposit for all weddings, parties, receptions and banquets. A Lessee requesting the non-profit rate must provide a tax-exempt determination letter or notice under section 501(c) (3) of the Internal Revenue Code to be considered for such rate.
3. Cancellation made with at least 14 days' notice are only entitled to the security deposit refund (see rule #2) unless the total rent has been paid in full. In that case, the renter will receive a 100 percent security deposit and a 50 percent rent refund. Any cancellation made after the room is setup results in forfeiture of all monies, both rent and security deposit. Any change request to original room setup after the room is set results in forfeiture of 50 percent of the security deposit. We process refunds for security deposits immediately following the event and return a full deposit providing all rules and regulations have been adhered to.

*Note: Damage deposits are returned to the lessee within forty-five (45) days after the event when guidelines have been adhered to and no damage results in the use of the facility. Note: a \$25.00 fee shall be required on all returned checks as allowed by N.C.G.S. 25-3-506.*

4. Leasing fees include utilities, normal maintenance, setup and use of chairs and tables. The leasing party shall acquire permission from the Leasing Coordinator, or his/her designee, before bringing additional equipment into the facility. Children's Hope Alliance staff will perform setup of our facility tables and chairs only.
5. Kitchen use is by rental only. Kitchen may be used for warming, cooling, and plating, but the kitchen is not for preparing raw products. Your food must be cooked offsite. Kitchen must be cleaned prior to leaving the facility and must be done within the rental time. Failure to comply may result in forfeiture of the lessee's security deposit. Lessee should furnish all meal-related equipment. Kitchen facilities are not for preparing food for sale. **Please note there shall be NO use of the Kitchen unless rented. This includes coffee urns, ice machine, etc.**
6. Lessee shall restore all Little Joe's Chapel and Enrichment Center equipment used to its proper order. Lessee, or their designee, is responsible for removing all food, trash, etc., from the leased space. Trash should be deposited in the dumpster located in the parking lot behind the Barium Springs Museum. The damage deposit will not be refunded if this rule is violated.
7. Parents or guardians must sign in the reservation form on behalf of any lessee under 21 years of age. Anyone under 21 years of age and youth groups requesting the use of the facility must ensure an adult chaperone ratio of one adult per 15 minor children (less than 18 years of age). Also, any child under the age of twelve (12) must be accompanied by a parent/guardian. Lessee shall be responsible for the orderly behavior of their guests using the facility and must conform to all departmental policies, facility and Town rules and regulations.

# rules & guidelines

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8. Lessee shall be responsible for all claims, damage or accidents occurring in any part of the facility damaged by any act, omission, default, subcontractor, employee, patrons, guests admitted to the facility by the lessee, or negligence of the lessee. Lessee will pay Children's Hope Alliance in cash, upon demand, a sum equal to the cost of repairing and restoring the facility to its condition as of the commencement of this lease; or, at the option of and with approval of Children's Hope Alliance will make such restoration and repairs at their own expense. Lessee agrees to indemnify and hold harmless Children's Hope Alliance from any such actions and damages. Furthermore, Children's Hope Alliance shall have no responsibility for injuries to any persons using the facility or to any vehicles parked in the parking lot. Lessee assumes all responsibilities and liabilities associated with the serving of or use of alcoholic beverages for their event or use of the facility.
9. Lessee will observe and obey the Laws of the United States and the State of North Carolina; all applicable ordinances of Iredell County and the Town of Troutman; all rules, regulations and requirements of the Iredell County Health Department; the Troutman and Statesville Police and Fire Departments and other municipal authorities. Lessee will obtain all licenses, permits and union and trade organization clearances required by public body or by contract at their own expense.
10. Lessee is responsible for complying with any copyright laws concerning the dissemination, portraying, playing or projecting of copyrighted material.
11. By entering into an agreement to rent or acquire space in Little Joe's Chapel and Enrichment Center, Lessee acknowledges that Lessee is not being given permission or a license from Children's Hope Alliance to disseminate, portray, depict or project offensive or obscene materials.
12. The following require approval of the President/CEO:
  - a. Use of the facility on Sundays.
  - b. Charge for admission, sell tickets or take subscriptions or collections.
  - c. Dances or Bands; sound level shall not exceed 100 decibels.
  - d. Selling or offering of merchandise.
  - e. Serving of alcoholic beverages, which may also require a permit according to the NC Alcohol Beverage Control Commission. **All alcohol must be delivered to and removed from the premises during the hours reserved by lessee.**
13. A security officer may be required at an activity when deemed necessary by the Leasing Coordinator or President/CEO and/or when alcohol will be served. Any monetary compensation required for such service shall be the responsibility of the lessee.
14. Lessee group activities may not interfere with regularly scheduled programs.
15. Children's Hope Alliance reserves the right to cancel any activity in case of extreme necessity; has final authority in scheduling decisions, including the right to deny use of the facility where such use is not in the agency's best interest.
16. Children's Hope Alliance is not responsible for any lost or stolen property while the facility is in use.
17. All activities must cease by 12:00 a.m. unless previously approved by the Leasing Coordinator and President/CEO.
18. Little Joe's Chapel and Enrichment Center is a non-smoking facility. Smoking is permitted only in the designated smoking area—the front porch of The Barium Springs Museum. Cigarette and cigar butts must be disposed of properly. Failure to comply will result in forfeiture of the security deposit.
19. The following are strictly prohibited:
  - a. The use of any tobacco products inside the facility.
  - b. Confetti, glitter, birdseed, rice, illegal drugs, gambling, vulgar language or solicitation.
  - c. Weapons, except those carried by Police or as approved by the President/CEO.
  - d. Animals, except service animals or those approved by the Leasing Coordinator.
  - e. Any game or activity that is prohibited under North Carolina law, federal law or local law. All games require approval by the Leasing Coordinator. This includes "Casino Night" or "Bingo".

# rules & guidelines

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- f. All candlewicks must be enclosed—votive or hurricane-type containers are recommended.
  - g. Use of the facility for personal gain or moneymaking projects.
  - h. Religious groups or organizations using the facility as a church or house of worship for regular services.
  - i. Nails, hooks, tacks, tape, glue, sticky tack or screws into any part of the facility.
  - j. Water balloons
  - k. Propane tanks
  - l. Helium tanks; if helium balloons must be used, they must be blown up prior to arrival or they must be blown up outside. All balloons must be removed at the end of the event.
  - m. Items left overnight unless approved by the Leasing Coordinator; however, Children's Hope Alliance is not responsible for any items permitted to be left overnight.
  - n. **NO decorations of any kind shall be attached to walls, floors, ceilings, doors, doorframes or tables unless approved by the Leasing Coordinator.**
  - o. All events must be able to operate their electricity needs using a standard 110v outlet. Any attempts to tamper with breaker boxes will result in immediate forfeiture of your security deposit..
20. Any person or group violating any rules is subject to suspension from the facility and prosecution under the law, where appropriate, and forfeiture of their damage deposit. Flagrant misuse of the facility will result in the forfeiture of future use of the facility.

