

VANCE COUNTY REGIONAL FARMERS MARKET
GUIDELINES FOR USE OF FACILITY
Adopted May 2014, revised April 1, 2019

The primary use of this facility is that of a regional farmers market. When not being utilized for that purpose, or for events sponsored by other Vance County Government Departments, it may be licensed to outside groups for legal activities in accordance with local, state and federal laws.

The building will be licensed for use as available. A contract will be made available for all, setting forth the terms of the license to use the facility. The Vance County Regional Farmers Market building and grounds will be considered a smoke and drug free facility.

1. Outside groups will be charged a license fee of \$200 for up to 4 hours and \$50 for each additional hour (charge is determined by actual time in building including setup and cleanup, and the maximum time allowed is 8 hours). Licensee will be charged \$125 per hour for exceeding the time reserved. Licensees must pay a \$250 security deposit, which will be refunded if the building/grounds are found to be clean and undamaged after use, and the terms of the agreement fulfilled. There will be a reduced fee for state, federal and city government use of the facility (\$100 for up to 4 hours and \$25 for each additional hour).
2. Licensees will have access to the "vendor sales area", restrooms, and small classroom.
3. Licensee must provide all needed equipment for their event, including tables and chairs.
4. Firearms are not permitted on the premises, except when brought on for instruction in firearm safety or use.
5. Alcohol consumption is not permitted on the premises.
6. Security for any event shall be provided at the licensees expense and discretion.
7. Candles are prohibited, as well as all forms of fires and pyrotechnics.
8. The maximum occupancy for events at the facility is 150 people, or the number posted by the Fire Marshall, whichever is less.
9. All trash must be removed from the building and placed in the outside dumpster.
10. Any amplified sound, including music, speeches, etc. must conform to local ordinances, and must cease by 10 pm.
11. Application and full payment of fees must be received at least 30 days prior to the event.
12. Applicant must be at least 21 years of age and provide a copy of state issued photo ID at time of application.
13. The licensee may not permit or assign the use of the facility to any other person or organization.
14. The licensee will be responsible for any damages inside or outside the facility.
15. The licensee will be responsible for restoring the facility to the condition it was in when they were given use of the building.
16. The licensee is to have the building cleaned out at the end of the stated time rented.
17. Alterations to the facility (e.g. drilling, painting, nailing etc.) are strictly prohibited.
18. No animals or pets allowed except service animals. An exception may be made for 4-H events.
19. Parking at the facility is limited. Licensee is advised to notify attendees beforehand that carpooling is recommended. Parking in the lots of nearby businesses and housing complexes is prohibited, and may result in the owner's car being towed at her/his expense.

VANCE COUNTY REGIONAL FARMERS MARKET FACILITIES USE APPLICATION

Before submitting, applicant should arrange a tour of the facility with the Market Manager during normal business hours. Reservation is not confirmed until application has been approved by Vance County and the "Facilities Use Agreement" has been executed. If all deposits and fees are not received at least 30 days prior to the reservation date, the reservation will be canceled. Responsible party is required to submit state issued photo identification as proof of age. Attach a sketch showing how you will setup the facility (e.g. tables, chairs, equipment, etc.).

NAME OF ORGANIZATION _____

NAME OF RESPONSIBLE PARTY _____

ADDRESS _____

DAYTIME PHONE _____ EVENING PHONE _____

CELL PHONE _____

DATE REQUESTED _____

TIME REQUESTED (INCLUDE SET UP & CLEANUP TIME) _____

TIME OF ACTUAL EVENT _____

DESCRIPTION OF EVENT _____

NUMBER OF ATTENDEES _____

FACILITIES TO BE USED:

VENDOR SALES AREA

CLASSROOM

GROUNDS

WILL YOU BE SERVING FOOD? YES NO

FOOD SERVING LOCATION:

CLASSROOM VENDOR SALES AREA GROUNDS

DINING LOCATION: CLASSROOM VENDOR SALES AREA GROUNDS

Will you have amplified sound of any kind (e.g. music, p.a. system, etc.)? If so, please describe.

I have been provided a copy of the "Vance County Regional Farmers Market Guidelines For Use Of Facility" adopted May 5, 2014. I have read and understood them and agree to abide by all stipulations therein described. I have met with the Market Manager for a tour of the facility and have been advised of the following:

- Clean up checklist
- Availability of cleaning supplies
- No helium balloons or glitter
- Operation of lights, HVAC, fans, etc.

A full refund of the rental fee and security deposit (minus a \$25 administrative fee) will be issued if cancellation is made more than five business days in advance. If cancellation is made five business days or less in advance, only the security deposit will be refunded.

SIGNATURE OF RESPONSIBLE PARTY LISTED ABOVE:

DATE: _____

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OFFICE USE ONLY

MARKET MANAGER TOUR - DATE: _____ INITIAL: _____

DATE APPLICATION RECEIVED: _____

RECEIVED BY: _____

DATE APPLICATION APPROVED: _____

APPROVED BY: _____

DATE SIGNED "FACILITIES USE AGREEMENT" RECEIVED: _____

RECEIVED BY: _____

DATE RENTAL FEE AND SECURITY DEPOSIT RECEIVED: _____

RECEIVED BY: _____

KEY ISSUED TO: _____ DATE: _____

KEY RETURNED: _____ DATE: _____

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MAIL OR DELIVER COMPLETED APPLICATION TO:

VANCE COUNTY COOPERATIVE EXTENSION

305 YOUNG ST., HENDERSON, NC 27536

VANCE COUNTY REGIONAL FARMERS MARKET
Cleanup Checklist for Facility Users

Users of the facility are responsible for attending to the following items at the conclusion of their event:

_____ Empty all trash, including from bathrooms, and dispose of in the dumpster outside the facility.

_____ Remove all decorations, food, equipment and other personal effects.

_____ Clean any tables and chairs used for the event that belong to the facility, including removal of any tape, string, etc.

_____ Return all tables and chairs belonging to the facility to the location where they were found.

_____ Clean dirt and debris from the floor of bathrooms, classroom, and vendor sales area. A broom and mop are available at the facility.

_____ Police grounds and pick up any trash.

_____ Report any damage to Vance County Cooperative Extension, 252-438-8188. Should the event take place outside of normal business hours, the report must be made no later than 8:45 am on the next business day. In the event of an after-hours event where the damage requires immediate attention, the report should be made immediately to the "After Hours Emergency Contact" listed below:

After Hours Emergency Contact: _____

_____ Return key to Cooperative Extension, 305 Young St., no later than noon on the next business day.

_____ Wipe down all bathroom fixtures. If regularly scheduled custodial services are available on the day following user's event, this requirement may be waived, solely at the discretion of the facility manager. But in any event, any untidiness beyond normal usage must be cleaned by the user.