



## Farmhouse Community Center Policies & Fees

### Facility Description:

Historic 1930s Craftsman house with two historic fireplaces, historic photos, and historical information.

Heated and air-conditioned year-round indoor community space plus outdoor areas, including 400 square foot deck plus patio, surrounding grassy areas, and sidewalk connections. Handicap-accessible entrance. Two handicap-accessible bathrooms. Nearby walking areas, trails, playgrounds, and dog park. Toilet paper, trash bags, and paper towels provided.

Prep kitchen with sink, fridge, ice maker, microwave, warming oven, and counter space.

Free public Wi-Fi with the password provided and flat screen TV that can be connected for presentations or event-friendly slide shows.

Furnishings include (six) 60-inch round tables, 50 folding chairs, (five) six-foot rectangular tables and are available in on-site storage space. Additional chairs and rectangular tables may be available from Town Hall for an additional rental fee; must be picked up and returned to Town Hall by renter.

Onsite parking includes two parking spaces plus two handicap-accessible spaces on site, plus access to main Town Park lot located .12 miles (635 feet) east of facility. Unauthorized parking on the road or grass will result in loss of all or a portion of damage deposit. Violators may be towed at the vehicle owner's expense. Additional parking may be available on request.

**Address:** 8300 Linville Road, Oak Ridge, NC 27310

**Rental hours:** 8 am – 10pm Monday - Friday except on holidays when Oak Ridge Town Hall is closed

10am – 10pm Saturday and Sunday except on major holidays

**Capacity:** 50 people inside Farmhouse, plus outdoor capacity

**Town Staff Contacts:** Monday-Friday (8:30am – 4:30pm) - (336) 644-7009

After hours, on weekends, and on holidays – (336) 687-6258

### Facility Policies:

**Rental application:** All users must complete a rental application via MyRec.com, located on the Town's website (oakridgenc.com). All bookings require Town staff approval and are confirmed only after receipt of full rental fee and refundable security deposit.

**Keys:** The Farmhouse Community Center uses Smart Lock technology for keyless entry. Users will receive information regarding options on how to enter and lock the house prior to their reservation.

**Decorations:** Free standing decorations are permitted. Only paint-friendly blue painter's tape can be used on walls and ceilings. Special permission required for any type of gallery use or any other materials attached to walls or ceilings. Nails, glue, staples, screws, pinatas, silly string, push pins, glitter, bird seed, and duct tape are prohibited in decorating the facility. If it leaves a permanent mark on the facility in any way, it is prohibited. Mylar streamers and glow sticks are permitted. Any damage to surfaces will result in the loss of the security deposit.

**Parking:** Onsite parking includes two parking spaces plus two handicap-accessible spaces on site, plus access to main Town Park lot located .12 miles (635 feet) east of facility. Additional parking for large events may be available on nearby grassy areas with a week's advance permission from the Parks Superintendent. Otherwise, no parking on the grass or on the side of the road. Unauthorized parking will result in loss of all or a portion of the security deposit. Violators may be towed at the vehicle owner's expense.

**Catering:** The renter is responsible for making arrangements with a caterer for receptions and meals at the Farmhouse Community Center. The Town of Oak Ridge does not have a list of recommended caterers but any caterer with a current permit to prepare and sell food in North Carolina (DENR 1341) from the Division of Environmental Health is welcome to cater an event. If alcohol is to be served, a current ABC off-premises license and liability insurance coverage in the minimum amount of one million dollars (\$1,000,000.00) is required. Copies of these documents must be uploaded to MyRec.com one week before the event.

**Cleaning/Security deposit:** All reservations require a \$100 refundable security deposit. For return of full security deposit, please follow the cleaning checklist on the kitchen counter.

**Alcoholic Beverages:**

- a) If alcohol (liquor, beer, or wine) is served, a caterer or licensed bartender must provide the Town of Oak Ridge with a copy of its current ABC Off-Premises license and liability insurance coverage. All alcoholic beverages must be controlled by the caterer or licensed bartender.
- b) Anyone serving or being served alcoholic beverages at the Farmhouse is required by law to be 21 years of age or older.
- c) Renters shall indemnify the Town against liability, claim, or cost arising from the serving of alcoholic beverages.

**No Open Flames:** Candles (excluding small birthday candles) open flames, sparklers, Chinese lanterns, and fog machines are prohibited in buildings. Open fires and fireworks are prohibited on park grounds, except as specifically authorized by the Parks Superintendent.

**Event Signage:** Use of event signage must be approved in advance by Town staff for compliance with town ordinances. In general, one 16-square-foot roadside sign is allowed. Additional information or directional signs may also be appropriate, depending on the needs of the event.

**Vendors:** In compliance with established procedures for all events held in Oak Ridge's parks, any outside vendors and equipment, including food trucks, bounce houses, or other vehicles, which renters wish to bring to the Farmhouse site for an event must be approved in advance by the Parks Superintendent or the Parks & Recreation Advisory Board. Placement of vendors and other equipment must also be

approved by the Parks Superintendent. Renters are asked to provide information on requested vendors and equipment and desired placement at least two weeks in advance of the proposed event, or as directed by Town staff. If events are opened to the public, advance permission must be obtained by the Parks & Recreation Advisory Board which meets monthly on the third Thursday at 6:30 p.m.

**Liability:** The renter will be responsible for all injury, damage repair, or theft of any kind to persons and/or property caused by anyone entering the premises as a result of their scheduled event. The renter will reimburse the Town of Oak Ridge for costs of damage and/or repair and all expenses incurred as a result of the renter's use.

**Cancellation Policy:** This Agreement may be canceled at any time without penalty to the Town of Oak Ridge if in the sole discretion of staff that any portion of the facilities necessary for the intended use has become unsafe or unsuitable for such use and/or if acts of God, war, terrorism, weather and/or any related event prohibit such use of the facilities. In such case, the proposed event may be rescheduled for a date mutually acceptable to the Town of Oak Ridge and the renter. If rescheduling is not feasible, the Town of Oak Ridge will refund payments made by the renter. Requests to cancel or reschedule a reservation must be made during business operating hours at a minimum of 48 hours in advance of the reservation. Refunds are subject to approval and may be processed if the request has been made within the stated time frame, or if the cancellation is initiated by Town Park management.

#### **Other Facility Policies & Restrictions:**

**Child Safety:** Young children are to be supervised by responsible adults at all times and kept away from roadside areas. Games and other activities should take place on the Lisa Road side of the Farmhouse, no playing near the parking areas off of Linville Road. Per park rules, convicted sex offenders are prohibited from being on park premises and may not enter the Farmhouse Community Center.

**Tobacco:** In accordance with Oak Ridge Town Park rules, both the Farmhouse and the entire park are tobacco-free. No smoking or vaping allowed.

**Controlled Substances:** Illegal use of controlled substances is prohibited while in the Farmhouse or on park premises.

**Noise:** All music and other noise must be kept to acceptable levels and in accordance with the Town's Noise Ordinance.

**Pets:** Pets are not allowed inside the Farmhouse at any time. Outside, unless in the Bark Park, pets must be leashed and under control at all times. Certified service animals are allowed.

**Lost & Found:** The Town of Oak Ridge, its staff, and its Parks & Recreation Advisory Board are not responsible for lost or stolen items. Park visitors are encouraged to lock their vehicles. For lost items, please call the Town of Oak Ridge during regular business hours (8:30am – 4:30pm) at (336) 644-7009.

**Bicycles, Roller Skates, and Skateboards:** Bicycles, roller skates, and skateboards are not allowed inside the Farmhouse, although they may be used on the sidewalks. In all cases, pedestrians have the right of way. Aggressive cycling, skating, or skateboarding on park premises are prohibited.

**Trespassing:** Entering the Farmhouse without a reservation is prohibited.

**Park Rules:** All park rules and applicable town, county, state, and federal laws must be abided by at all times. Violations of these provisions will result in the loss of the ability of the future use of the Farmhouse as well as other Town facilities at the discretion of the Oak Ridge Parks & Recreation department. Park security is enforced by the Guilford County Sheriff's Office.

**Medical Concerns / Emergencies:** Farmhouse patrons with existing medical concerns are encouraged to consult their personal physician before using park facilities. **FOR EMERGENCIES, CALL 911.**

## **Farmhouse Uses & Fees:**

The Farmhouse is available for a wide variety of public and private events, upon approval by the Town staff or its Parks and Recreation Advisory Board. The following lists include possible types of uses, but are not exhaustive.

### **Private events may include the following:**

- Meetings, outreach events, etc.
- Parties – kids, adults, etc. – birthdays, graduations, anniversaries
- Family reunions
- Weddings and receptions
- Bridal and baby showers
- Corporate events for training, networking, etc.
- Political meetings or fundraisers
- Community groups and classes
- Short-term camps for kids
- Exercise classes
- Small gatherings for coffee, crafts, or games

### **Public Events** – must be manned at all times and overseen by person signing rental agreement

- Small-scale farmers, artists/makers, craft markets – especially appealing to have an indoor space
- Pop-up restaurant or catering events
- Gallery and musical events
- Pop-up shops and other short-term business uses
- Exercise classes
- Events for senior citizens

**Fees:**

**Non-Residents**

\$40/hour with 2-hour minimum rental, or \$400/day for non-residents and non-resident businesses, plus security deposit

**Residents & Non-Profits**

\$20/hour with 2-hour minimum rental, or \$300/day for residents and nonprofits, plus security deposit. Senior citizens (60 and older) who are residents of Oak Ridge may rent the Farmhouse at no cost for two hours on Monday – Wednesday from 8 a.m. – 2 p.m., based on availability; additional hours may be booked at the resident fee level.

*Notes:*

- *Individuals must be 18 years of age to rent the Farmhouse.*
- *Rates are subject to change based upon Farmhouse Community Center rental usage data.*
- *There is a five-hour maximum cap for residents if a full day is not rented.*
- *Nonprofit organizations, community organizations, and town committees may apply to the Parks Recreation Advisory Board for reduced fees; such applications should typically be made at least six weeks in advance, or as directed by Town staff.*
- *Multi-day rentals must be negotiated and booked in advance through MyRec.com, located on the Town's website (oakridgenc.com). Higher security deposits may apply.*
- *As noted above, all event signage must be approved in advance by Town staff for compliance with town ordinances. In addition, any outside vendors and equipment, including food trucks, bounce houses, or other vehicles, which renters wish to bring to the Farmhouse site for an event must be approved in advance by the Parks Superintendent or the Parks & Recreation Advisory Board; placement of such items must be approved by the Parks Superintendent. Renters are asked to provide information on requested vendors and equipment and desired placement at least two weeks (six weeks for public events) in advance of the proposed event, or as directed by Town staff.*

