

OCRACOKE COMMUNITY CENTER
TERMS AND CONDITIONS
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Applicant agrees to the following rules and regulations governing the use of the Ocracoke Community Center:

1. The applicant agrees to be responsible for the behavior and actions of themselves and their guests. We implore any and all who will serve or consume alcohol at the Community Center to accept responsibility for the lives and safety of their guests and their friends. Anyone creating a disturbance or damage to the buildings may be removed from the premises and barred from future use.
2. The Ocracoke Community Center is not responsible for the actions of lessees or their guests during or following the use of the Ocracoke Community Center.
3. Decorations: Use only free standing decorations or decorations which can be put up with push pins. **DO NOT USE STAPLES ANYWHERE. DO NOT USE TAPE ON ANY PAINTED SURFACES.** Decorations may only be attached to wood walls and only with push pins. Be sure all decorations and push pins are removed upon the completion of your event.
4. Music and noise levels shall comply with the Hyde County Noise Ordinance. This regulation is enforced by the Sheriff's Office.
5. No Smoking. Smoking is not allowed in the buildings. Lessee is responsible to pick up all cigarette butts on the premises, including those on the ground.
6. All participants must be clear of the Community Center building and grounds by 1a.m. Event organizers may continue to clean up after 1 a.m. but all music and partying must be ended and guests must be vacated. This curfew is enforced by the Sheriff's Office.
7. The buildings shall be secured and all utilities turned off (thermostats set to temperatures indicated) at the end of the function. Cleanup of the building must be completed in accordance with the "Clean Up Check List" attached to these documents. Failure to comply will result in the use of the damage deposit for cleaning expenses.
8. Any damage to the building or the equipment will be repaired by the Board and assessed to the lessee.
9. Keys to the building are located in a lock box just to the left of the front door. The code for your event will be furnished by the coordinator prior to you event. Keys must be returned to the lock box upon your departure from the Ocracoke Community Center.
10. Maximum capacity for the Ocracoke Community Center is 200 guests. Lessee must provide a person to attend the door at dances or private entertainment functions.
11. If you wish your event to be announced on the exterior sign of the Community Center, please contact the Community Center Coordinator to make timely arrangements. All announcements on sign "**MUST BE REMOVED AND RETURNED TO PROPER STORAGE AREA**" upon the conclusion of your event.

Alcoholic Beverage Control Regulations

Lessee agrees to abide by the regulations of the North Carolina ABC Commission and certifies that he/she understands and agrees to the following:

- A special ABC permit must be obtained from the N.C. ABC Commission and displayed in a visible location within the Community Center **IF**:

Spirits (hard liquor) will be served or consumed during this event **OR IF**:

Alcoholic beverages of any kind will be served or consumed and there is an entrance fee, paid ticket, paid bar or similar cost.

- Application is available on line - <http://www.ncabc.com/application.menu.aspx?f=31>
- The only alcohol event that does not require an ABC Permit is one at which only beer or wine is served and no fee or paid ticket is involved.
- All present during the time of rental use of the building who consume any alcoholic beverages must be 21 years of age or older.

I have read and agree to abide by all of the conditions of this rental agreement

Lessee: _____ **Date** _____
(signature of individual or authorized representative of organization)

Print Name: _____

Community Center Phone: 252-928-3162
When you call this number, please leave a message on the answering machine. Your call will be returned as soon as possible. (For a more timely response please e-mail us at the address provided below.)

Community Center email: ocracokecommunitycenter@gmail.com

Hyde County Sheriff 252-928-7301

Emergency Medical or Fire Department 911

(There is a phone in the Community Center located adjacent to the electrical panel for local calling only.)