

Pender County
Application for Public Use of County Facilities
[Effective November 3, 2008]

Organization's Name: _____

Contact Name: _____ Title: _____

Mailing Address: _____

Phone Number(s): _____

Building and Meeting Room Being Requested: _____

Date and Time of Use: _____

Purpose of Use: _____

Any Additional Information:

The County meeting rooms are available for use by educational, cultural, civic, governmental, political, and other community groups for public meetings. Businesses located in the county may use these facilities only for educational in-house programs for their employees.

Use of the facilities in no way constitutes an endorsement by Pender County of any group's activities or beliefs. The county shall not discriminate in providing meeting room space on the basis of race, religion, age, gender, political affiliation, national origin, or disability.

1. The use of the county's meeting rooms will be limited to meetings for which no admission charge is made except for registration fees for programs sponsored by the county department or agency itself or a non-profit educational group for classes, workshops, discussion groups, or forums. Any other income generated by an event is to be retained by the county or a county support group for the benefit of the county.
2. Bookings shall be on a first-come first served basis. Reservations should be made at least three (3) days in advance and standing reservations (i.e. "second Tuesday of each month) are generally prohibited. Nongovernmental groups wanting to use the room on a regular basis may not book upcoming meetings more than two (2) months in advance.
3. Facilities should not be booked for meetings for which anticipated attendance is greater than 100.
4. Requests for use of County meeting space (except for the Agriculture Building) shall be submitted on an application to the County Manager's Office. Requests for use of the Agriculture Building shall be coordinated with the Agriculture Extension Service. All applications are available at County facilities and on the County's web site. All applications are subject to review and approval by the County Manager and the Board of Commissioners.
5. The person/organization booking the meeting room shall be responsible for arranging the room or facilities ahead of time to suit their needs and for returning the room or facilities to orderly condition. County staff does not set up chairs or tables. Organizations may be placed on probation or prohibited from future use of the facilities if the responsible representative fails to carry out the duties outlined herein satisfactorily.
6. For special arrangements regarding food and beverage, the manager of the particular building you will be using must be consulted. No smoking or alcoholic beverages are allowed inside any County buildings.
7. When a meeting is scheduled after County hours, appropriate arrangements must be made to properly secure and vacate the building. This will be coordinated with the manager of the building to be used.
8. In any advertisements for meetings, the County's name may be used only in conjunction with the

specific location of the meeting.

9. The Pender County Library (910-259-1234) and Pender County Parks and Recreation (910-259-1330) each have more specific policies and documentation for use of their facilities. Please contact them directly for their specific requirements.
10. The undersigned covenants not to sue or to assert any claim against Pender County, its Commissioners, agents or employees, or any other person, firm, corporation or other entity with respect to any injury or any other consequence arising out of or related in any way to the undersigned's use of, presence at, ingress to or egress from, the County Facilities.

Futhermore, the undersigned hereby releases Pender County, its Commissioners, agents or employees, or any other person, firm, corporation or other entity from any and all claims, demands, damages, actions and causes of action, suits, losses and liabilities, however denominated, whether known or unknown, contingent or absolute, apparent or unapparent, accrued or unaccrued, arising out of or related in any way to:

- (a) the undersigned's use of, presence at, ingress to or egress from said County Facilities;
- (b) any act, omission, event, incident, transaction or occurrence of any person, firm, corporation or other entity on or in the vicinity of said County Facilities; and
- (c) any circumstance or condition (latent, obvious or otherwise) in or near the vicinity of said County Facilities.

And furthermore, the undersigned hereby expressly assumes any and all risk or consequences arising out of or related in any way to:

- (a) the undersigned's use of, presence at, ingress to or egress from said County Facilities;
- (b) any act, omission, event, incident, transaction or occurrence of any person, firm, corporation or other entity on or in the vicinity of said County Facilities; and
- (c) any circumstance or condition (latent, obvious or otherwise) in or near the vicinity of said County Facilities.

It is also understood the undersigned is responsible for any damages that may occur to the County Facilities during the time of usage and further agrees to reimburse the County for the cost of repair.

The undersigned has had a full and fair opportunity to read, consider the same and obtain legal or other advice; and the undersigned represents to Pender County, and acknowledges that such representation is material and may reasonable be relied upon by Pender County, that the undersigned has read, understands, and fully consents and agrees to the foregoing.

Applicant Signature: _____ Date: _____

For Office Use:

Approved: _____

Special Conditions:

County Staff Signature: _____ Date: _____

***Please return form to Pender County Manager's Office (or Agriculture Extension Service)
805 S. Walker Street, P.O. Box 5 Burgaw, NC 28425
Phone 910.259.1200
Fax 910.259.1402***