



Town of Waxhaw The Meeting Place Policy

The Town of Waxhaw is pleased to offer The Meeting Place for public use. This facility has served our citizens in many ways over the years, to include service as the town police department. The building features 640 square feet of meeting space, a refrigerator, sink, microwave and restroom.

In order to maintain fairness and consistency, as well as maintain the room in excellent condition users should be familiar with and comply with the following policies.

- 1) The room is available for community organizations, Board of Commissioners committee, town board and staff and private functions. Any use should be in compliance with the Town's zoning ordinance. Requests outside these criteria should be reviewed and approved by the Director of Parks & Recreation or designee.
- 2) Groups which promote hate, violence or illegal acts shall not be authorized to use the facility
- 3) Tobacco, alcohol and/or illegal drugs are not permitted on the premises
- 4) Firearms and other weapons are not allowed unless under the direction of the Waxhaw Police Department
- 5) Groups are responsible for their own set-up and take-down. Please consider the time necessary for both when making your request.
- 6) Wi-Fi is available
- 7) Refreshments are permitted. Prior to leaving, all food, paper products, and food containers must be removed and food areas cleaned.
- 8) Please review and complete the check-in and check-out lists provided
- 9) All trash must be removed from the premises
- 10) The Town of Waxhaw is not responsible for the loss of any valuables left in the room.
- 11) The Town of Waxhaw reserves the right to refuse and/or reschedule any organization for any reason. The Town retains the authorization to ask any organization or participant to leave the premises for violation of any of these rules/regulations.
- 12) Rental times for the facility shall be from 7:00 a.m. to 10:00 p.m., Monday through Sunday.
- 13) Board of Commissioners may obtain a key to the facility and schedule through the Director of Parks & Recreation or town scheduling system.



How to Reserve The Meeting Place

- 1) All reservations should be coordinated through the Director of Parks & Recreation, Natalie Jackson at 704 843-2195 Ext. 278 njackson@waxhaw.com or Town Clerk, Melody Shuler at Ext. 222 mshuler@waxhaw.com.
- 2) Deposit for the facility shall be \$ 50.00.
- 3) Rental Rates for the facility shall be in four hour blocks at the rate of **\$ 25.00** per four hour block. This fee is in addition to the deposit. If reserving The Meeting Place for a single block (4hours), the check furnished to the Town should be in the amount of \$75.00. Fees for town related functions shall be waived.
- 4) Once the reservation has taken place, a \$25.00 refund may be furnished to the renter if the facility is found in good order after inspection.
- 5) Repair costs associated with an individual reservation will be billed to the applicant. Deposits for town related functions shall be waived.
- 6) A checklist will be provided outlining the process of opening and closing the facility
- 7) The key may be picked up the day before or day of the event and left in the building.
- 8) If you wish to sell merchandise/art in the Meeting Place, please contact the Director of Parks & Recreation, Natalie Jackson, for further details and approval. Retail sales are not the primary focus of this community asset and may be limited in approval.



The Meeting Place Application

Date _____

Name _____

Address _____

Phone # _____

Cell Phone # _____

Email _____

Date Requested _____

Time: From _____ to _____

Purpose: _____

Signature of Applicant

Date

Deposit Required:

Yes []

No []

Amount Paid: _____

Check []

Cash []

Approved: [] Yes [] No [] Reason for

Denial _____

Signature of Town Staff Designee

Note: Facility capacity is **25 persons**, in violation of capacity requirements set by could result from violations.



therefore any additional persons will result Building Inspection/Fire Marshall. Action

The Meeting Place Punch List for Usage

Existing List Check

- _____ Check restroom to make sure commode is flushed and not running water
- _____ Check restroom sink for running water and cleanliness
- _____ Remove trash bags from both containers if soiled and replace;
(Bags are located under the sink in the meeting room)
- _____ Check refrigerator to determine if all food that was brought in has been removed
- _____ Check microwave to determine if food was left inside and cleanliness
- _____ Remove trash bags from premises_____
- _____ Sweep room and mop if needed (broom, mop and dust pan are located in storage room)
- _____ Check to ensure that heating/air conditioning unit has been set to 78-Cool and 65-Heat
- _____ Secure building with key and return to Town Hall or drop in slot on The Meeting Place door.

Emergency Item Policy

If you encounter an emergency, please contact the Waxhaw Police Department at 704-843-0353 or call 911. If you have an issue with the building during the rental time please contact one of the following:

Director of Parks & Recreation, Natalie Jackson, 704-351-4485
Interim Town Manager, Greg Mahar, 704-507-8430