

After Hours or to
Report a Problem
Call:704-279-5596 Ext #213
Emergency: 911

Facility Rental & Usage
Guidelines
UPDATED 1/2024



Park Patrons with Reservations
PLEASE READ

In order to keep the parks safe and clean, we ask that everyone read and follow the **GUIDELINES AND REQUIREMENTS** below prior to your visit and use of the Facilities.

- Reservations are for the specific facility mentioned and its amenities, not the entire park.
- Restrooms are not exclusive to reservation-holders and are available to all park attendees.
- The responsible party reserving the facility must be on-premises and in possession of a copy of the approved Facility Usage Application or confirmation/receipt of reservation during entire reservation.
- A valid photo ID is required to secure a reservation.
- Balloons and streamers must be tied. **DO NOT USE** any adhesive material. No nails, tacks, staples, push pins, or tape!
- No pinatas, table scatter, confetti, or water balloons are permitted.
- Vehicles **WILL NOT** be allowed to drive to a shelter for any reason. Arrange with your group for assistance unloading/loading your vehicle. Parking is only permitted in designated areas.
- **INFLATABLES OR POOL/WATER ACTIVITIES ARE PROHIBITED.**
- Grills are provided. You must provide your own charcoal, lighter fluid, and lighter/matches.
- Music or excessive noise should be kept to a minimum and must not disturb others.
- Any behavior or activity that may impede the normal operation of the facility or surrounding area or the safety, health, or welfare of the public and town employees is **PROHIBITED.**
- Alcoholic Beverages and Illegal Drugs/Substances are **PROHIBITED.**
- Weapons of any kind except by use of law enforcement executing their duties are **PROHIBITED.**
- After your event, remove all decorations. All trash should be placed in provided receptacles.
- Failure to leave the reserved facility clean **WILL** prevent you from making reservations in the future and/or cause forfeiture of the security deposit of the Legion Building and Civic Park kitchen.
- Failure to return facility key within three (3) business days **WILL** result in forfeiture of the security deposit Legion Building and Civic Park kitchen.
- Please leave the shelter at the end of your scheduled time. Failure to do so could affect your ability to book future reservations.
- **Key Pickup and Return:** The person responsible for the group must pick up or arrange with staff for the key to be picked up by a member of your party the last business day before the reservation and returned on the next business day. The key must be picked up on the Friday prior to a weekend reservation during normal Town Hall hours. The key must be returned on the first business day following the reservation.
- The town reserves the right to cancel reservations.

Town Of Granite Quarry - 143 N Salisbury Ave - 704.279.5596

Facility, Usage Fees, Supervision, Security, Capacity and Housekeeping

A. Facility

Facility/Facilities shall mean and include any shelter, gazebo, ballfield, tennis court, room, building, or any other town properties/assets.

B. Usage Fees

Reservation fees are for the facility use only and are determined depending on which facility. Each facility has specific blocks of time available. Security deposits, cleaning deposits, and/or cleaning fees may be charged in addition to the reservation fee at the time of reservation or charged to the responsible party making the reservation if deemed necessary. Refunds will not be issued. If you need to cancel your event, you may reschedule it at a later available date within 30 days from the original date. Requests to reschedule must occur prior to the date of reservation. Reservation and deposit fees can be paid using cash, check, card, or money order. **NOTE:** Any deposit fee charged will be returned, in full, to the renter/user UNLESS:

- a. GQPW determines the facility has been damaged, or
- b. that special services (cleaning, equipment maintenance, paint, etc.) are required as a result of the activity, or
- c. staff time (other than normal general cleaning) is necessary to return facility to the same condition as found (i.e. tables and chairs must be put up, trash should be bagged and placed in the outside bin, etc.), or
- d. the user/renter was in the facility before or after the designated time stated on the contract.

C. Supervision

All functions/activities held at any town facility must have at least one (1) named responsible person to uphold all rules and criteria who is at least eighteen (18) years of age. Adequate adult supervision should be provided for all youth activities/functions.

D. Security

Security may be required and will be determined by the nature of the activity and the number of participants. The Police Chief will determine security needs. Off duty police rates may apply.

E. Housekeeping

It is the responsibility of those renting the facilities to ensure that all areas of the facility are cleaned and left in the condition in which they were found. Failure to do so **WILL** forfeit the ability to book in the future and forfeiture of any security deposit collected at time of booking. *If the facility is not clean upon your arrival, please take pictures immediately before setting up.

F. Cooking on Premises

The kitchen at Granite Civic Park should be used for reheating and as a preparation area and not to prepare full meals. Cooking/Grilling is allowed in designated areas only. Advance approval is required for use of personal grills/deep fat frying equipment. An additional security deposit (refer to schedule of fees) will be required. Grease and oil must be properly removed from the park/facility. Cooking with open flames (cookouts, barbeques, etc.) must comply with all fire codes of the state of North Carolina and the local ordinances of Town of Granite Quarry.

Procedures for Facility Use and Approval

A. General Procedures

Primarily, the facilities will be utilized by residents of Granite Quarry and the surrounding communities. Responsible person(s) must complete a **Facility Usage Application** or book online for reservation of any facilities.

- All parties/groups must provide the following information prior to approval of reservation.

1. For all uses within this document, a **Facility Usage Application** should be filled out or booked online and submitted for approval at least two (2) business days prior to use.
2. A valid photo ID is required to secure a reservation.
3. Planned use of the facility
4. Date of use
5. Rental time needed – includes set up and clean up time.
6. Number of people expected at the gathering.

*Late reservations may be approved if after the required two (2) business days request, however, a reservation sign may not be posted at the facility.

B. Residents and Groups

The facilities may be reserved by residents of Granite Quarry and surrounding communities.

Facility Description and Capacity

All shelters, gazebos, tennis courts, the baseball field, etc. at all parks are open to the public on a first-come first-served basis unless reservations are made in advance. Individual tables not located under the shelters are always available for public use and not available for reservations.

A. Granite Lake Shelter

Large Shelter with 6 picnic tables will accommodate approximately 36 people. The shelter offers a grill with restrooms, playground, and parking close by.

B. Granite Lake Gazebo

The Gazebo will accommodate approximately 25 people. Benches are attached around the interior of the facility.

C. Centennial Park Gazebo

The Gazebo will accommodate approximately 15 people.

D. Granite Civic Park Large Shelter

A large Main Shelter with 8 picnic tables will accommodate approximately 72 people. The shelter offers a kitchen and 2 grills. There are restrooms, a playground, tennis courts, baseball field and parking close by.

E. Granite Legion Building

Large open banquet room that will accommodate 75 people seated or 150 people not seated. Available for use within the facility are 12 - 6' tables, 3 - 8' tables, 75 chairs. The facility also offers a full kitchen, 2 bathrooms, heat and air conditioning, a paved parking lot, and a picnic area near the creek.

F. Baseball Field at Granite Civic Park

The baseball field is available to reserve. Regular use by teams/Leagues must sign a copy of the baseball field use policy. A Certificate of Insurance (COI) must be on file with Town of Granite Quarry.

G. Tennis Courts at Granite Civic Park

There are 3 courts available for tennis and pickleball (*court is painted for pickleball, but user must provide own net*).