



2021

PARKS AND BUILDINGS ADMINISTRATIVE PROCEDURES

Purpose

It is the purpose of this procedure to ensure the proper interworking of all Town departments concerning the services provided at our parks and buildings by outlining the responsibilities for Administration, Public Works, and Police concerning the services provided at our parks and buildings. Each department head is responsible for their department's compliance.

Procedures for providing service

A. Front Office

- Have all rental fees collected and rental information filled out and on file.
- All groups must state the following prior to acceptance to use the facilities.
 1. Planned use of the facility
 2. Date of use
 3. Rental time needed – including set up and clean up time.
 4. Number of people expected in building.
- Provide renters with a key and collect key deposit.
- Provide public works with a rental informational paper to be posted stating the renter's name and time frame reserved.

2. Public Works General Procedures

- Primarily responsible for the maintenance of the facilities and stocking of supplies for the facility as well as having paper products in place.
- Have an on-call public works staff member available for repairs after business hours.
- Public works personnel will provide tours of the facilities during normal working hours.

3. Security

Security may be required and will be determined by the nature of the activity and the number of participants. Security needs will be determined by the Police Chief.

4. Building Capacity

Maximum capacity for the Legion building:

Full-seating capacity: 75 people maximum. (All tables & chairs set up)

Semi-seating capacity: 150 people maximum. (No/few tables & chairs set up)

Maximum capacity for the Town Hall meeting room:

Full-seating capacity: 56 people maximum. (All tables & chairs set up)

Semi-seating capacity: 121 people maximum. (No/few tables & chairs set up)

Standing room capacity: 170 people maximum. (No chairs or tables)

Maximum capacity for Fire Department meeting room:

Full-seating capacity: 106 people maximum. (All tables & chairs set up)

Semi-seating capacity: 228 people maximum. (No/few tables & chairs set up)

Standing room capacity: 320 people maximum. (No tables or chairs)

5. Housekeeping & Building Condition

- Public works personnel will check each facility each morning to ensure the facility is clean and in working order.

6. Requests for Assistance

The on-duty public works personnel will be called if repairs are needed beyond the norm. Example: commode clogged, and on-site personnel is unable to unclog it with a plunger, water line broken and leaking, etc.

Parks of Granite Quarry

LAKE PARK

Physical Address: 500 N Salisbury GQ Avenue

Park Hours: Open Dawn to Dusk

Amenities: Large Shelter with 6 Picnic Tables, 1 Grill
Open Picnic area with 1 Table, 1 Grill
Additional Picnic area with 2 Granite Picnic Tables
Lake with 2 observation piers and paved walking paths that connect with Centennial Park
Playground
Gazebo
Restrooms

CIVIC PARK

Physical Address: 202 W Peeler Street

Park Hours: Open Dawn to Dusk

Amenities: Large Main Shelter with 8 tables, Kitchen, 2 Grills
Small Shelter with 2 Tables, 1 Grill
Open picnic area with 1 Table and 2 Grills
Large Playground
Restrooms (*winterized and closed during winter months*)
Paved walking paths
Basketball Courts, Volleyball Court
Baseball Field with backstop and dugouts, 3 Tennis Courts
**Lights out at 9pm for both Baseball Field & Tennis Courts*

CENTENNIAL PARK

Physical Address: 301 East Bank Street

Park Hours: Open Dawn to Dusk

Amenities: Gazebo with 2 Tables, 1 Grill
Open picnic area with 1 Table and 1 Grill
Wooded walking paths that connect with Lake Park



Town of Granite Quarry Facility Use Rules and Requirements

Policy: This policy outlines the rules and requirements for use of the town's Legion Building, Park Shelters and Gazebos. All use of the facilities that are not detailed in the procedure must be approved by the Town Clerk or Town Manager.

We reserve the right to cancel reservations.

Reservation Fee is nonrefundable; however, reservation may be rescheduled for a future date.

Alcoholic Beverages and Tobacco Products are PROHIBITED.

Procedures for Facility Use and Approval

A. General Procedures

- Primarily the facilities will be utilized by citizens of Granite Quarry and the surrounding communities.
- Responsible person(s) must complete a "Facility Reservation Application Form" and pay all required fees in order to reserve any facility.
- All groups must state the following prior to acceptance to use the facilities.
 1. Planned use of the facility
 2. Date of use
 3. Rental time needed – includes set up and clean up time
 4. Number of people expected in the facility
 5. Number of supervisors (for youth groups, etc.)
 6. For all uses within this document, a request form must be filled out and submitted for approval 1 week prior to use.
 7. Where circumstances beyond the control of the requesting group do not allow sufficient time for the required 1-week notice, the Clerk may approve the activity as long as it does not conflict with the building use or intent.

B. Citizens and Groups

- Generally the facility may be used by all citizens of GQ and surrounding communities at normal rates. A usage fee will be charged. A key/housekeeping deposit will be required for use of the Legion Building and Civic Park Kitchen. Other fees may be applicable.

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

A. Usage Fees

- A usage fee will be set as a part of the annual budgetary process. Refer to the Schedule of Fees for the fiscal year for more information.

B. Supervision

- All activities held at any facility must have at least one (1) named responsible person to uphold all rules and criteria.
- For activities involving youth (17 and under) there must be at least one (1) responsible person for every 10 youth.

C. Security

Security may be required and will be determined by the nature of the activity and the number of participants. Security needs will be determined by the Police Chief.

D. Building Capacity

The size of the group may be limited due to facility and/or specific area capacity. Size limitations are determined in part by the NC State Fire Code, supervision provided, the current state of the building facilities, etc.

Maximum capacity for the **Legion Building** depends on the usage/set up of tables and chairs, by renter. *There are 12 six-foot tables, 3 eight-foot tables, and 65 chairs for use in the Legion Building.

Full-seating capacity: 75 people maximum (all tables and chairs set up)

Semi-seating capacity: 150 people maximum (no/limited tables and chairs set up)

E. Housekeeping

- Housekeeping is the responsibility of those renting the facilities. All areas of the facility that are used must be cleaned and left in the condition they were found.
- If the renter chooses not to do their own housekeeping, any deposit is forfeited to the Town of Granite Quarry and renter will no longer be eligible to rent any town facilities in the future.



FACILITY RESERVATION APPLICATION FORM
TOWN OF GRANITE QUARRY
704.279.5596

Today's Date _____

Date of Reservation _____

Time Requested _____

To _____

(Including set up/clean up) _____

Number of Guests _____

Purpose of Rental _____

Name of Group _____

Age Range _____

Name _____

Phone # _____

Address _____

City/State/Zip _____

SHELTERS/GAZEBOs (circle one)

Resident

Non-Resident

4 hr **8hr** **8+ hrs**

4 hr **8hr** **8+ hrs**

\$35 \$50 \$75

\$50 \$75 \$100

☐ Lake Park Shelter ☐ Civic Park Shelter

☐ Lake Park Gazebo ☐ Centennial Park Gazebo

***ELECTRICITY ACTIVATION/USE - \$25 per hr**

***Inflatables &/or games in the park require an additional application**

CIVIC PARK KITCHEN

☐ Resident \$15

☐ Non-Resident \$50

***ALL KITCHEN RENTALS REQUIRE A SECURITY DEPOSIT OF \$25**

LEGION BUILDING (circle one)

Resident

Non-Resident

Up to 6 hrs **6+ hrs**

Up to 6 hrs **6+ hrs**

\$100 \$150

\$250 \$350

Civic/Church Group
(within Town limits)

Civic/Church Group
(outside Town limits)

Up to 6 hrs **6+ hrs**

Up to 6 hrs **6+ hrs**

\$50 \$75

\$150 \$200

INFORMATION

- **A valid photo ID is required to secure reservation.**
- **Reservations are for the specific facility mentioned and its amenities, not the entire park.**
- **DO NOT use any adhesive material except painter's or masking tape. No nails or tacks!**
- **Failure to leave reserved facility clean will prevent you from making reservations in the future.**
- **Failure to return key within 3 business days will result in forfeiture of security deposit.**
- **Inflatables &/or games in the park require an additional application.**

SUMMARY OF RESERVATION FEE

Rental Fee: \$ _____ ☐ Cash ☐ Check

Deposit Fee: \$ _____ ☐ Cash ☐ Check

Amount Paid: \$ _____ Receipt # _____

Balance Due: \$ _____

Deposit Fee: \$ _____ Receipt # _____

Date Key Returned: _____

Staff Initials: _____

Security Deposit Returned: ☐ Yes ☐ No

Person Accepting Deposit \$ Initials: _____

Signature of Responsible Party

Date

Approval of Facility Use

Staff Member

Date