

Council on Aging Facility Rental Package

Revised 7.30.2023



Area Agency on Aging

SENIOR CENTER OF EXCELLENCE



Pitt County Council on Aging Facilities General Information

Policy

Use of Pitt County Council on Aging facility is coordinated through the Program Director. The facility is available during non-business hours. The facility may be used for many functions such as: reunions, workshops, public meetings, and related events.

Application Procedure

All individuals and organizations wishing to use the facilities of Pitt County Council on Aging (COA) must first review the facility's Rules and Regulations before completing the Application for Use of Facilities form, both of which are available through the COA office. Tentative approval may be given to the user at the time an application is submitted; final approval is given thirty (30) days prior to the date of the anticipated use of the facility.

All applications must be approved by both the Executive Director and the Program Director. Applications may be returned to the COA office. Upon submission of the application, the COA will assign appropriate fees and charges, including special terms and conditions, if any.

Approved copies of the application will be sent to the applicant, the Executive Director, and any staff members involved in supervision as well as the business office.

All fees must be paid by the due date listed on the completed application, which is different from the date of intended/desired use, or the activity will be cancelled automatically. Fees should be submitted to the Pitt County Council on Aging office.



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Rich Zeck
Executive Director

Lee Adams
Chair, Board of Directors

Facility Rental Application

Date of application: Individual Name:

Organization: Phone: Work/Home: Cell:

Address:

Email address:

Date facility is requested: Intended use of facility:

Are you charging fees or admission to event: YES NO

Anticipated number of guests: Starting time of event: Ending time of event:

Please read the following agreement regarding facilities liabilities agreement

It is understood that by signing this application, the renter of the facility accepts and assumes any and all risks associated with the renting of this facility. In addition, the renter hereby releases, waives, and forever discharges the Pitt County Council on Aging and each of its directors, officers, and staff, their respective agents and employees, and any and all others who may have assisted in any way with this rental agreement of all claims for personal injuries and property damages incurred or arising during or in connection with renting this facility whether said injury or damages are incurred by renter, renter's guest(s), or passerby during the renter's occupancy. If alcohol is served, renter also commits to purchase and bind an event liability policy to cover liability associated with guests, participants, vendors and food/beverage consumption seven days prior to event. This policy shall respond to bodily injury and property damage and shall name PCCOA as additional insured. Note that the cost of event liability is nominal, usually around \$60 to \$120 dollars, depending on event size and scope. By signing below, you agree to execute this document on behalf of yourself, and/or the organization listed above.

Signature: Date:

For Office Use ONLY
Total fee due: Staff initial: (received)
Deposit Amount: Due by: Staff initial: (received)
Remaining fee paid: Due by: Staff initial: (received)
Room Requested:
Event Liability Carrier: Policy Number:
Liability Limit (\$500,000 minimum required):
Additional Insured Certificate Received: YES NO
This application is: APPROVED DENIED
Program Director Signature:



Pitt County Council on Aging Facility Rules and Regulations

The following rules and regulations govern the use of the facilities at the Council on Aging. Failure to comply with them will result in complete withdrawal of privileges to use COA facilities.

1. All COA activities take priority over other uses of facilities.
2. The group, organization, or individual renting the facility is responsible for cleaning at the conclusion of the event. Facility should be left in condition it was in upon arrival. Failure to follow cleaning guidelines below may result in withholding of damage deposit:

ROOMS:

- a. Clean up all liquid or sticky spills as they occur.
- b. Remove all decorations and personal items from the facility.
- c. Tear down tables.
- d. Place all garbage in dumpster.

KITCHEN:

- a. Wipe counters.
 - b. Clean up any spills.
 - c. Wash all dishes and return to their respective areas.
 - d. Do not put solid food items, bones, or non-food items down the drain.
 - e. Place all garbage in dumpster.
 - f. Remove all personal items from the facility.
3. The group, organization, or individual renting the facility is responsible for any and all damage to, or resulting from, the facility used during the time of rental and must be present at all stages of the rental period.
 4. You have access to the building and room(s) agreed upon ONLY during the times specified on the *Facility Rental Application*. Changes to the agreement regarding rental time may be made with prior approval of the Director of Programming.
 5. When activities involve minors, additional adult supervision must be provided on a ratio of at least one adult per 6 minors.
 6. An adult supervisor must be in attendance at all times to ensure proper:
 - a. Care of the facility and equipment,
 - b. Conduct of the group using the facility,
 - c. Confinement of the group's activities to the area and equipment agreed upon, and
 - d. Vacating of the premises at the arranged time.



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7. All fees must be paid by the due date listed on the completed application, which is different from the date of intended/desired use, or the activity will be cancelled automatically.
8. Renter must use appropriately licensed vendors only, including food and beverage vendors, entertainment vendors etc. and such vendors shall maintain liability insurance covering their services for event.
9. Any group using the facility must be responsible for any loss or damage that occurs to the facility/equipment during usage.
10. Smoking is prohibited in the building and on the grounds of the Council on Aging. Any user of the facilities, as a condition of the use of said facilities, must comply with all fire ordinances and regulations of the Pitt County Fire Marshal with respect to the manner of use. Open flames are not permitted including sparklers, candles, and luminaries.
11. No pets, except for service animals for the disabled, are allowed in the facility.
12. Do not block the fire exits, facility entrances, or prop open doors to the outside.
13. Equipment, goods, and materials may not be brought into the facility without approval of the Program Director . Any approved items must be removed by the applicant upon termination of the rental period.
14. Contracts may not be transferred from one group to another.
15. The Pitt County Council on Aging retains the right to deny any request to use the facility which it deems not to be in the best interest of agency, whether for reasons of security or because of the nature of the activity.
16. All fees and charges for the use of facilities must be paid to the Pitt County Council on Aging office. Deposits are due at time of application, and remaining fees must be paid no later than 14 days prior to event.
17. A deposit will be required to hold a reservation of the facility. Room reservations will not be made, nor will the agreement be executed until the deposit is secured by COA.
 - a. Cancellations are required at least 30 days prior to the event for the deposit to be refunded in full. Cancellations made after that period will not receive a deposit refund. Room reservations made within two weeks prior to the event will automatically forfeit the deposit if cancelled.
 - b. Damage deposit less service fee will be returned upon inspection of room after scheduled event within 30 days.



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SENIOR CENTER OF EXCELLENCE



18. Final payment: The final payment will be due two weeks (10 business days) prior to the date of the event. If the final payment is not received by this date, COA reserves the right to cancel facility rentals and deny refund of deposits.
19. Organizations may be required, at the discretion of the PCCOA, to have liability coverage in the amount of one million dollars showing coverage for Pitt County Council on Aging.



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