



**Town of Butner**  
**Soldiers Memorial Sports Arena (SMSA)**  
**Rules and Regulations for Using Courts and/or Meeting Rooms**

1. The lessee must be an adult at least 21 years old.
2. A prior meeting and approval is required for anyone to use the facility by the Town of Butner.
3. The facility will not be open to the public during the use period and it is the responsibility of the user to ensure that this rule is obeyed.
4. No hard soled shoes allowed on the gym floor.
5. Food and drinks shall be limited to the side rooms, bleachers, or outside. No food or drinks allowed on the gymnasium floor.
6. The facility shall be left as it was found.
  - All trash, paper, cups, bottles, cans, cardboard, etc. shall be picked up and properly disposed of by the lessee.
  - Lessee is responsible for cleaning up any spills with the cleansers and supplies provided by the Town of Butner. Cleaning supplies are labeled as for being for tile or wood floors. Cleaners are in the cabinets in the concession area. Mops, brooms, and mop buckets are located in the supply room.
  - No open food containers should be left in the building.
  - All trash should be in bags, tied up and placed in the proper receptacles. At the end of the lease period, all trash should be carried and placed in the dumpster located outside the building.
  - All recyclables should be left in the proper containers outside the building for pickup.
7. User is responsible for ensuring bathrooms are not misused during use period. Bathrooms shall be monitored regularly during the use period, and checked prior to leaving to ensure they are in the same condition as they were found. Report any problems (non-emergency) to the Town of Butner staff on the next business day between the hours of 8:00 a.m. and 5:00 p.m. For an emergency which would require immediate assistance (i.e. an overflowing toilet), please call Butner Public Safety at 919-575-6561.
8. The Town of Butner will not be responsible for any accident or personal injuries during the lease period. The lessee is responsible for the participants in its group and/or event.
9. The Town of Butner reserves the right to require the lessee obtain insurance for their event, including coverage of the facility and persons in the group or in attendance.
10. The Town of Butner or its agents will not be responsible for lost or stolen goods.
11. The user is responsible for replacing, repairing, and/or paying the cost for replacement and/or repair of any damage done to the facilities or equipment.

12. Intentional damage by a person to the equipment such as the scoreboards will result in a ban of that individual from the facility for the rest of the season or year, whichever is appropriate.
13. The Town of Butner reserves the right to require the user to provide security for its event. Security to be provided must be approved by the Town of Butner.
14. All advertising and promotion of the event is the responsibility of the user, person and/or organization hosting the event.
15. All decorations must be approved by the Town of Butner. No confetti or glitter is allowed in the gym area.
16. No animals/pets allowed. This shall be enforced by the user during the rental period.
17. No tobacco products allowed. This shall be monitored by the user during the rental period.

By signing below, you accept and will abide by each of the rules and regulations during the use period for the Soldiers Memorial Sports Arena (SMSA).

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Printed Name of User

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Name of Organization

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Signature of User

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Date