



Town of Butner
Soldiers Memorial Sports Arena (SMSA)
Use Policy and Requirements

1. Application

A completed application providing accurate contact and event information is required for each event or tournament. Please print legibly.

2. Rules

The rules are required to be read, signed and followed for each event or tournament. During the license period, lessee is permitted only in areas reserved. If there is evidence that anyone related to the event or tournament accessed any other area of the facility without prior approval from the Town, it may result in cancellation of future events or tournaments. Failure to follow the rules, or if there is any evidence policies and rules are not be followed, may result in cancellation of future events or tournaments and/or inability to license the facility for the remainder of the calendar year.

3. Payment of Deposit and Fees

Deposit is required to be paid at least thirty (30) days in advance (\$250.00). Failure to pay the deposit by the deadline will result in cancellation of event or tournament. Fees are required to be paid at least two (2) business days prior to event or tournament. If payment is not received, event will be cancelled and deposit will be forfeited.

Payments will not be accepted the day before the event or tournament. Types of payments accepted include cash, personal check, certified check issued by a bank, or money order issued by the United States Postal Service. **All deposit and fee payments are due by 4:00 p.m.**

4. Return of Deposit

A deposit will be refunded by check to the same person or account name on check of original payment. If payment is made in cash, the check will be issued to the person who paid the money. Deposits made by check or money order will not be refunded until 10-14 days following the tournament or event.

If you have another event or tournament scheduled in the same month, the first deposit may be rolled to cover the upcoming reservation provided there is no reason for withholding the deposit (damage, trash, etc.). Otherwise, the deposit will be reimbursed as described above. If initial deposit is withheld, a new deposit would be required for subsequent event or tournament.

Leave the facility in the condition as it was found. This includes, but is not limited to, emptying trash cans and taking trash to the dumpster, cleaning the parking lot of garbage and litter, not leaving gum on floors and surfaces, cleaning the restrooms, leaving no destruction of property, etc. Withholding a deposit is done at the Town Manager's discretion. Provided event or tournament is held without incident, damage or other disturbance, a deposit will be refunded in full.

5. References

Tournaments require a minimum of two (2) references to be submitted.

6. Key Return

Keys are to be returned after the license period has expired. You may return keys to the front desk at Butner Public Safety located at 611 Central Avenue, Butner, NC 27509. Otherwise, keys are to be returned to Town Hall no later than 12:00 p.m. on the Tuesday following the event or tournament. Failure to return the key(s) may result in forfeiture of deposit and cancellation of future events or tournaments.

7. Security for Tournaments

All tournaments are required to hire a two (2) off-duty Butner Public Safety Officer for security. The rate is \$25.00 per hour with a minimum of two (2) hours. Security is required as soon as doors open for spectators and until all spectators, teams leave. If you would like officers to stay longer, you would coordinate with them. Contact Sgt. S. Massey at (919) 575-6561 x.103 to reserve security for a tournament.

Failure to secure officers no later than 4:00 p.m. the Friday prior to event (the week before the event) will result in immediate cancellation of tournament and forfeiture of the deposit by half (\$125.00). Failure to pay the officer will result in the filing of criminal charges by Butner Public Safety and nullify any current and/or future reservations.

8. Cancellation Policy

To cancel without penalty, please notify the Town of Butner no later than one week in advance of reservation. For example, if a tournament is scheduled to begin on Saturday, notice must be given and confirmed by Town staff at least by the Friday one week before, not the day before the event.

Any cancellation notice given less than one week before the event will result in forfeiture of the deposit by half (\$125.00). Cancelling the event without notice will result in complete forfeiture of the deposit (\$250.00).

9. Certificate of Insurance

You must procure and maintain general liability insurance with limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate. The general liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage. You must provide the Town with a copy of such insurance upon request.

The policy shall name the Town as an additional insured and certificate holder. The certificate holder should be shown as: Town of Butner, 415 Central Avenue, Butner, NC 27509. A Certificate of Insurance is required to be submitted no later than **five (5) business days** prior to event or tournament.

10. License Period

Access to the facility is allowed only during the license period. If you are scheduled for a one-day event, you are not permitted to return the next day to clean or otherwise use the facility. The next day, the facility may be used by another group or organization. If it is determined that access

is being gained after the license period expires, deposit may be withheld and future events may be cancelled.

By signing below, licensee agrees to the aforementioned Use Policy and Requirements.

Name of Licensee (Please print)

Name of Organization

Signature of Licensee

Date

Title (if organization)