

St. James Community Center Use Policies

1. Definitions:

- a. Town – The Town of St. James (TOSJ)
- b. Center – The Town of St. James Community Center (SJCC)
- c. Eligible Users - Town residents, property owners, guests of property owners, guests of the St. James Plantation Subdivision Developers, and outside groups that pay a fee for use of the Center.
- d. Activity – A regularly recurring St. James resident group (games, exercise, special interest, board, or committee meeting).
- e. Booking Confirmation – A schedule outlining dates, times and requirements of an Activity held at the Center
- f. Event – Occurring with less frequency than an activity, requiring detailed planning and coordination, events may be planned by resident or non-resident groups, based on availability. (celebration, fund raiser, business meeting).
- g. Rental Services Agreement – a contract between the Town of St. James for an Event held at the Center.
- h. Cleaning Fee – A cost to eligible users for activities and events that include food and beverage service.
- i. Use Fee or Room Fee – Cost to eligible users for space, equipment and services provided by the Center.
- j. Tier 1 and Tier 2 - Pricing levels reserved for St. James Resident activities and/or events.
- k. Tier 3 and Tier 4 – Pricing levels reserved for non-St. James Resident events.

2. Hours of Operation:

Monday – Wednesday 9:00am - 9:00pm, Thursday & Friday 9:00am – 5:00pm and Saturday 9:00am – 1:00pm

- a. All activities and events must conclude 15 minutes prior to the reservation end-time.
- b. Center staff must be present for the entirety of all activities and events, including decorating, tear down and clean up.
- c. Recurring St. James resident activities may also be reserved Thursday through Saturday evenings, 5:00pm - 9:00pm, subject to use fees.
- d. Exceptions to the hours of operation must be approved by the Center Manager in advance.
- e. All events must end prior to midnight.
- f. Holiday closings are based on those established by State of North Carolina will be posted on [Center website](#).

3. General Policies: All eligible users are required to adhere the following general Use Policies.

- a. Smoking, including electronic, vapor or all similar smoking devices in designated areas outside the building only. Please extinguish cigarettes only in approved containers.
- b. Gambling combined with alcohol service on Center property is prohibited, except for events that have the appropriate state permits and licenses.
- c. Anyone under the age of 18 must be accompanied by an adult.
- d. No pets are allowed, except for trained service animals.
- e. Activities or events offering merchandise for sale must have prior approval of Center Management.
- f. Advertising and promotion of activities associated with Center is subject to Town approval.
- g. No item may be affixed (tacked, glued, taped, tied, or stapled) to any wall, door, window, ceiling, furnishing, fixture, piece of equipment or live plant at the Center.
- h. All signage and decorations must be approved in advance by Center Management.
- i. No confetti, streamers, glitter, flower petals, bird seed or rice may be used on Center property.
- j. No open flame candles, sparklers, fireworks, or smoke machines.
- k. Personal barbeque grills are not permitted.
- l. Town is not responsible for loss or damage to personal or rental items used or left at the Center.
- m. At the sole discretion of Town or Center staff, loud and disorderly conduct of any guest may cause an Eligible User's event to be terminated.

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4. Parking Policies:

- a. Overnight parking is strictly prohibited.
- b. All Center guests should park in properly marked spaces.
- c. Improperly parked vehicles will be towed at owner expense.
- d. Town is not responsible for loss from or damage to vehicles.
- e. Parking for large activities and events must be coordinated with Center Management.
- f. Parking may be limited.

5. Scheduling of Activities and Events:

- a. Events and Activities may be scheduled on a space availability basis, by contacting Center Management either in person, by telephone or by reservation request link on the [Center Website](#) .
- b. Activities will be confirmed in writing by Center Management prior to group arrival.
- c. Activities may be scheduled as far as 12 months in advance, subject to availability.
- d. Events may be scheduled as far as 18 months in advance, subject to availability.
- e. Center Management reserves the right to adjust space assignments to maximize Center usage.
- f. Activities are subject to space adjustment and will be notified prior to such adjustments.

6. Room Fees and Capacities: Room fees and associated charges are subject to change at the Town’s discretion.

- a. St. James resident activities and events are subject to Tier 1 and Tier 2 pricing.
- b. Events organized by non-residents are subject to Tier 3 and Tier 4 pricing.

Function Space	Max Set (theater)	Tier 1 St. James	Tier 2 St James		Tier 3 (4-hours)	Tier 3 (8-hour)	Tier 4 (4-hours)	Tier 4 (8-hours)
Room 1	50	No Fee	25.00		100.00	150.00	150.00	225.00
Room 2	40	No Fee	25.00		100.00	150.00	150.00	225.00
Room 3	40	No Fee	25.00		100.00	150.00	150.00	225.00
Room 1-2 or 2-3	85	No Fee	50.00		150.00	225.00	225.00	300.00
Room 1,2 and 3	130	No Fee	75.00		200.00	300.00	300.00	450.00
Arts and Craft	30	No Fee	25.00		125.00	175.00	175.00	250.00
FULL Multi-purpose*	600	No Fee	100.00		475.00	700.00	650.00	975.00
Multi – A	375	No Fee	50.00		325.00	475.00	475.00	695.00
Multi – B	225	No Fee	50.00		225.00	350.00	350.00	525.00
Council Chambers		TBD						
Town Conf. Room		TBD						

- c. Room Fees include tables and chairs set to eligible user’s specification.
- d. AV presentation and other equipment is priced separately. See complete pricing sheet on [Center Website](#) .
- e. Cleaning fees for activities and events are priced separately. See complete pricing sheet on [Center website](#).

*Social Event Package pricing is also available for wedding receptions and social gatherings.

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7. Food and Beverage Service policies

- a. Center is equipped with a warming kitchen only. Food may not be cooked or prepared on-site.
- b. All items brought to the Center must be fully cooked or prepared and in closed containers.
- c. Activities which include food and beverage service are subject to fees and/or deposits as detailed in the Booking Confirmation (see [Center Fees](#)).
- d. Events which include food and beverage service are subject to fees and/or deposits as detailed in the Rental Services Agreement (see [Center Fees](#)).
- e. Events planned by St. James residents (*Tier 1 and Tier 2 events*) have the option to self-cater or professionally cater. In either case the kitchen must be reserved.
- f. Events categorized as Tier 3 and Tier 4 events must be a professionally catered.
- g. Events may use a professional caterer which is not on the preferred caterer list with Center Management approval at least 30 days in advance of the event. A current list of licensed preferred caterers is available on the [Center website](#).
- h. The Center will provide trash cans, liners, brooms, mops and access to the dumpster.
- i. All other supplies required to set up, serve, and clean the warming kitchen are the responsibility of the Eligible user and their caterer.
- j. Caterers and Eligible users are responsible to leave the facility as they found it – all trash removed to the dumpster, floors swept/mopped, service areas cleaned.
- k. Rental items and personal items cannot be stored at the Center without prior approval of Center Management. Center is not responsible for loss of damage to such items.
- l. The sale or service of alcoholic beverages is strictly prohibited in the absence of a specific limited special occasion permit from the North Carolina Alcoholic Beverage Control Commission.
- m. Resident activities may include BYOB (wine and beer) for personal consumption only
- n. All tables for use during food and beverage service must be covered with a cloth or other fire-retardant material.

8. Compliance, Insurance, and Liability

- a. Eligible user and their guests may be required at times to sign a waiver of liability to gain access to the Center
- b. Eligible users will comply with all federal, state, and local laws, rules, regulations, and policies with respect to activities and events held at the Center.
- c. Center will have no responsibility or liability for (i) loss or theft or damage to any property of Eligible Users, their employees, volunteers, contractors or agents or (ii) injury to Eligible Users, their employees, volunteers, contractors or agents, unless such injury is the result of gross negligence or willful mis-conduct.
- d. Eligible user agrees to provide a Certificate of liability Insurance upon request with limits not less than \$300,000 per occurrence and \$500,000 in aggregate, naming The Town of St. James as additional insured.