

**TOWN OF WILLIAMSTON**  
**MUNICIPAL CENTER FEE SCHEDULE AND RULES FOR USAGE**

*Amended October 7, 2019*

**Part I. Usage Fees**

Auditorium	--	\$500.00 per day*
Banquet Rooms	--	\$200.00 per day*
Kitchen and Dining Room	--	\$100.00 per day*

\*A \$400.00 Refundable Security and Cleaning Deposit will be added for use of the Auditorium, Banquet Rooms, Kitchen and Dining Room, or any combination thereof. The Mayor or his designee may refuse to refund all or a portion of the Security and Cleaning Deposit in the event of any violation of Town of Williamston Ordinances, Rules for Usage, damage to the Municipal Center, or inadequate cleaning of the Municipal Center. The decision to refund or withhold all or a portion of the Security and Cleaning Deposit is solely in the discretion of the Mayor or his designee.

\*Up to ten (10) tables and eight (8) chairs per table shall be provided at no additional cost at the request of an applicant. Any additional chairs and tables may be rented at a rate of \$10.00 per table and \$0.50 per chair.

\*Residents of the Town of Williamston shall be entitled to a 25% discount on all fees upon presentation of proof of residency to the Mayor or his designee. This discount shall not apply to the Refundable Security and Cleaning Deposit.

**Part II. Ordinances Regulating Usage of Municipal Center**

Sec. 2-91. - Application for permit.

Any persons or organizations desiring to use any part of the Municipal Center, including the municipal auditorium, banquet rooms, dining room and kitchen, conference room, training room and any other rooms in the Municipal Center, shall file an application for a permit with the town clerk. The format of the application shall be established and promulgated by the Mayor. The use of the Municipal Center by persons or organizations is a privilege and not a right. The Mayor or his designee may deny any application for a permit if he determines the proposed event to be potentially harmful to the health, safety, or morals of the public, if the proposed event disseminates obscene materials or is in any way related to obscene materials, if the proposed event would potentially violate any law, ordinance, or

regulation, if the proposed event has the potential to incite violence, or for any other reasonable cause. However, the Mayor or his designee shall not deny a permit based on the race, color, religion, sex, national origin, or disability of the applicant.

Sec. 2-92. - Insurance.

The Mayor or his designee may require any person or organization using the Municipal Center to obtain liability insurance if he determines that the intended use of the Municipal Center is not covered by the Town's insurance policies or if the proposed event presents an unusual risk to the Town or to the public.

Sec. 2-93. - Usage agreement and release.

Any persons or organizations using the Municipal Center shall enter into a usage agreement and release in such format as shall be established and promulgated by the Mayor or his designee.

Sec. 2-94. - Police officers as security.

If more than one hundred (100) persons shall attend any event at the Municipal Center, the person or organization sponsoring said event shall be required to compensate a minimum of two (2) Town of Williamston Police Officers to provide security for said event. The rate of compensation shall be determined by the Mayor or his designee.

Sec. 2-95. - Use of facilities; rate.

Any persons or organizations using any part of the Municipal Center will pay for the use of the Municipal Center or any part thereof at a rate in accordance with a Usage Fee Schedule which shall be established and promulgated by the Town Council. Said Usage Fee Schedule shall include a refundable security deposit.

Sec. 2-96. - Cleanup.

Any persons or organizations using the Municipal Center will provide cleanup for the Municipal Center. Furthermore, the Municipal Center will be left in the same state or condition as before the persons or organizations used it.

Sec. 2-97 – Waiver of Fees.

For good cause shown, the Mayor may waive all or a portion of the usage fees for any non-profit entity, non-profit association, any Town employee, or any government official. Additionally, each Town employee shall be entitled to use the Municipal Center once per year without being required to pay any usage fees. For good cause shown, the Town Council may, by public majority vote, waive a portion or all of the usage fees for any person or organization that appears before the Town Council at any public meeting of the Town Council and requests that usage fees be waived.

Sec. 2-98 – Rules for Usage.

The Town Council may establish and promulgate any rules for usage of the Municipal Center, and any person or organization using the Municipal Center shall abide by said rules.

Sec. 2-99 – Usage by Town.

The Town of Williamston or any department of the Town may use the Municipal Center for any official Town function, and the provisions of this Article shall not apply to said use.

**Part III. Rules for Usage of the Municipal Center**

1. For the purpose of these rules and for all events at the Municipal Center, “User” shall be defined as any person, association, group, or organization that is issued a permit to use any portion of the Municipal Center pursuant to Section 2-91 of the Code of Ordinances for the Town of Williamston.
2. All Users and attendees of events at the Municipal Center must observe these rules. Failure to abide by these rules by any person may result in that person being removed from the Municipal Center. Failure of a User to abide by these rules may result in the User’s Security and Cleaning Deposit being forfeited.
3. All federal, state, county, and municipal laws, regulations, and ordinances, including but not limited to fire codes, must be adhered to at all times.
4. The Town of Williamston shall not provide, set-up, or provide assistance with any materials, sound or lighting systems, equipment, supplies, decorations, tablecloths, utensils, or other items for any event except tables and chairs if they are rented by User.
5. The User may be required to provide parking attendants in the Municipal Center parking lots if deemed necessary by the Mayor or his designee.
6. No decorations or signage shall be placed in any part of the Municipal Center without prior approval of the Mayor or his designee.
7. The use of tape, glue, paint, stickers, tacks, nails, screws, or wires of any kind on walls, doors, floors, windows, ceilings, fixtures, or furniture is prohibited.
8. Rooms and areas of the Municipal Center not reserved by User cannot be used unless acquired by the User at an additional cost.
9. Other non-conflicting events may be held in the Municipal Center at the same time, or on the same day, as User's event, in areas that User has not reserved.
10. All security required for events must be arranged and scheduled through the Town of Williamston, and all fees for security shall be set by the Mayor or his designee.

11. If any part of the premises of the Municipal Center, or any furniture, fixtures, or equipment located in the Municipal Center is damaged during term of the User's reservation, User will pay to the Town of Williamston upon demand such sum necessary to restore to undamaged condition.

12. The User may pick up keys to the Municipal Center the day of an event if the event is during a weekday or the Friday before the event if the event is on a weekend. Keys should be returned to the Municipal Center no later than the business day following the event.

13. Trash cans in the Municipal Center may be used. However, all trash, including trash in trash cans, shall be removed from the Municipal Center at the conclusion of the event.

14. At the conclusion of the event, heat must be set to 60° F or air conditioning set to 70° F.

15. All lights and kitchen appliances must be turned off at the conclusion of the event.

16. The User will adhere to all other policies and regulations set by the Mayor or his designee in an effort to protect the building, property, and persons from harm.

17. No event may be scheduled on a date if an event has been previously scheduled on the preceding date without express approval of the Mayor or his designee. In considering such a request, the Mayor shall take into consideration the availability of Town staff and resources; however, the approval or disapproval such a request shall be in the sole discretion of the Mayor or his designee. If the Mayor approves such a request, the Mayor may require the User to pay an additional convenience fee of \$100.00 for said event.

18. If alcohol is to be served at any event, the Mayor shall determine whether security shall be required for said event.

19. CANCELLATION POLICY. The User shall be entitled to a refund of any fees paid for usage of the Municipal Center only if an event is cancelled thirty (30) days or more prior to the event date.

I AGREE TO ABIDE BY ALL ORDINANCES AND RULES FOR USAGE OF THE WILLIAMSTON MUNICIPAL CENTER:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Room(s) Rented: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

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I AGREE TO ABIDE BY ALL ORDINANCES AND RULES FOR USAGE OF THE WILLIAMSTON MUNICIPAL CENTER:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Alcohol/Over 100 Attendees:**  
**Minimum charge: \$210.00**  
(2 police officers for 3 hrs)

Event start time: \_\_\_\_\_

End time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

**WPD USE ONLY!**

**# of officers:** \_\_\_\_\_

**# of hours:** \_\_\_\_\_

**Cost for security:** \_\_\_\_\_

## For all Williamston Municipal Center room rentals:

The full balance for rental and security deposit must be paid; and the room key(s) must be picked up BY 4PM on the last business day prior to your event.

**NO keys will be issued after that time!**

**NO room rental or security deposit payments will be accepted after that time!**

**NO refund of any payments made for your rental will be issued!**

**You will NOT be allowed to use any of the rooms in the Williamston Municipal Center!**

**DO NOT CONTACT the Williamston Police Department or any other employee of the Town of Williamston. THERE WILL BE NO EXCEPTIONS!**

I have been informed of, understand and agree to the above information regarding room rental payment, security deposit payment and key pick-up for the room(s) I have rented at the Williamston Municipal Center.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Give copy of this signed statement to the customer and attach the original to the signed rental agreement.*