



2936 Church Street
PO Box 1459
Winterville, NC 28590

Phone (252) 215-2412
Fax (252) 756-6776
www.wintervillenc.com

Rules for Use of OPS Center Training Room:

1. Reservations must be made a minimum of 24 hours in advance.
2. The legal maximum occupancy for the room is **60** persons.
3. Rental use may not begin before 7 am or extend beyond 11 pm.
4. Smoking, possession of firearms and alcohol consumption are strictly **prohibited**.
5. **No amplified sound** is allowed.
6. No charges for admission are allowed.
7. No profanity is allowed.
8. No activity is allowed that disrupts the operation of the Police-Fire-EMS activities.
9. No tape or adhesive may be attached to the walls or ceilings.
10. No activity may be conducted which damages the room.
11. Users must leave the room in the condition in which they found it. **You do not have to put up tables and chairs.**
12. No agency, individual, or group may reserve the rooms for more than one day each month.
13. **Call 756-1105 prior to departure for inspection and ask an officer to inspect the room.**
14. Trash must be taken out, floors swept and/or mopped and left clean for the next renter.
15. If you use the refrigerator, you must leave it clean and empty.
16. Must be 18 years or older to rent.
17. No outdoor grilling.

Fee Schedule:

1. Payment can be made at the Town Hall by check, cash, money order or credit card. However, no credit cards will be accepted for the security deposit.
2. The in-town rental fee shall be \$125.00 per day plus a refundable \$100.00 deposit. (Taxpayers in the town limits)
3. The out-of-town rental fee shall be \$200.00 per day plus a \$100.00 deposit.
4. **Security deposit will be refunded only if the room is left clean and undamaged. In the event that any of the above rules are violated, your deposit will not be refunded.**
5. Please allow two (2) weeks for your deposit to be mailed or available for pick up.
6. Cancellations require a notice of two (2) business days prior to the scheduled event in order to have fee and deposit refunded. (Please allow up to two (2) weeks for the refund of the rental fee.)

General Information:

The Police Department will manage the reservation of the rooms, will open and close the room, and will terminate rentals if necessary in order to enforce the rental rules. If a termination occurs, neither the rental payment nor the deposit will be refunded.

FAILURE TO CALL THE POLICE DEPARTMENT PRIOR TO DEPARTURE FOR INSPECTION AND LOCK UP WILL RESULT IN DEPOSIT FORFEITURE. An access card for entry into the OPS Center Training Room may be obtained the last business day before the rental is to begin or the day of the rental, as long as it is during normal business hours of 8:30 am – 5:00 pm Monday - Friday. To view the facility, please come to the Operations Center between 8:30 and 5:00 Monday – Friday. If problems occur during room rental, please call 756-1105.

Prep Area and Provisions:

The kitchen area has counter top space, a sink, a refrigerator, a microwave and several electrical outlets. Please note that **no** cooking apparatus is provided. Cleaning materials and trash bags are provided and can be found in the cabinet located under the kitchen sink. **All trash must be placed in trash bags and taken to the dumpster located behind the OPS Center and floors must be swept and spot cleaned if necessary.** The Town provides a total of thirty-two (32) chairs and thirteen (13) 30x72 inch tables. Renters may provide additional tables and/or chairs, keeping in mind the legal maximum capacity. Please sign and date acknowledging that you have read and agree to observe the rules for use of the OPS Center Training Room.

Name: _____ Date: _____

Received by Authorized Town Representative: _____ Date: _____



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P.O. Box 1459
Winterville, NC 28590

WINTERVILLE

A slice of the good life!

RENTAL APPLICATION

TOWN OF WINTERVILLE

OPS CENTER TRAINING FACILITY

Phone: (252) 215-2412
Fax: (252) 756-6776
www.wintervillenc.com

Name of individual/group renting the OPS Center Facility _____

Name of group representative submitting the application _____

Address _____

Phone number _____ Proposed use of facility _____

Expected number of attendees (maximum 60) _____ Date of Rental _____

Set up Time _____ Starting Time _____ End Time _____

I understand that as the individual/representative of the group renting the OPS Center Training Room, I assume full responsibility for any and all damages during the times stated above and will enforce compliance with all rules contained in the attached RULES FOR USE OF THE OPS CENTER TRAINING FACILITY.

Signature

Date

FOR TOWN USE ONLY

Finance Department

Rental payment amount \$ _____ Circle one: check (check no. _____) or cash

Security deposit amount \$ _____ Circle one: check (check no. _____) or cash

Date received _____ Received by: _____

Police Department

_____ The building was found to be properly cleaned and undamaged. Recommend refund of deposit.

_____ The building was not properly cleaned and/or was damaged as noted below. Recommend charge of \$ _____ be made against deposit and an additional charge of \$ _____ be made for necessary cleaning and/or repairs to facility.

Finance Department

Date Refunded _____ Refunded by: _____

Refund received by _____ Date _____