

MONTGOMERY COUNTY
Policies Governing the Use of the Agricultural Center

Purpose

The Montgomery County Agricultural Center is primarily for the use of county agencies or departments to allow them to conduct their educational programs and work with affiliate groups. The purpose of this statement is to insure that the above named agencies or departments have top priority and then to provide written policies when the center is used by other approved groups. This policy is applicable to all buildings, outside horse show area, and immediate grounds surrounding the Agriculture Center.

Scheduling of the Center

The responsibility of scheduling the use of the Center shall be assigned to the County Manager. The Montgomery County Board of Commissioners and/or County Manager reserves the right to refuse or cancel any use of the buildings or grounds not in the best interest of the public.

Priority of Use

1. First priority for the use of the center shall be given to the Montgomery County Cooperative Extension Service. (Rental Rates Do Not Apply)
2. Second priority for the use of the center shall be given to Departments of Montgomery County (Rental Rates Do Not Apply)
3. Third, if the above priorities have been met, non-profit or civic organizations may use referenced facilities after special permission through proper channels outlined above. (Rental Rates and Deposit Fees Apply)
4. Fourth, if the above priorities have been met, for profit businesses and industries may use the facilities after special permission through proper channels outlined above. (Rental Rates and Deposit Fees Apply)
5. Fifth, use of the facility for Political Meetings is permitted and are exempt from Rental Fees (G.S. 163.99)

Operating Procedures

1. A request for scheduling must be made by written application and submitted at least two (2) weeks prior to the date of use. (See Form A Attached)
2. The Rental Fees and Deposit fee, if applicable, are required when applications are submitted for approval.
3. For a full refund of fees and deposit, cancellation must be received at least 48 hours prior to the scheduled use.
4. Use of the facility does not obligate the County to provide any equipment or furnishings.

5. The use of decorations are allowed, however, they must not be attached to any surface which may cause damage to the surface. All decorative materials shall be non-combustible, inherently flame resistant, or treated and maintained flame resistant.
6. Illegal substance and/or alcoholic beverage possession or use is not permitted in the buildings or on the premises. Smoking is only allowed outside the buildings.
7. **NO WEAPONS** are allowed in the buildings or on the premises. (Exception for Law Enforcement Officers)
8. Groups or persons using facilities will accept responsibility to immediately clean the facility and grounds according to the cleaning list provided (See Form B Attached)
9. Turn Heat or Air Conditioner on only with toggle switches. Toggle switches are located above the metal beam in the middle of the room (one each side) just beyond the kitchen. Front position is off; back position is on. Heat and/or air conditioner has been preset for general public use and will not require further adjustment.
10. Do not tamper with switch boxes as you will be responsible for damages.
11. Lock all exit doors to the building when leaving.

12. **Rental Fee Schedule:**

Deposit: \$500.00 – The deposit fee will be refunded if the buildings and grounds are properly cleaned by user following the event or use, and all policies are complied with. If evidence of alcoholic beverages is found the entire amount of the deposit fee will be forfeited.

Rental Fees: \$300.00 per day for entire facility
 \$150.00 per day for front half of facility with kitchen area.
 \$50.00 per day for Horse Show Ring. The use of the Show Ring requires an electrical hook-up from CP&L to be arranged and paid by the renter.

Statement of Disclaimer

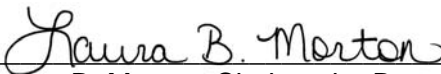
In renting, leasing, or making available the Montgomery County Agricultural Center, neither the Montgomery County Board of Commissioners nor Montgomery County Employees assume any responsibility for the loss of or damages to any property placed on the premises by the user or for loss or damage of any property or personal effects, including motor vehicles and their contents, or for any injury to the user, its members, employees, agents, guests, or participants and hereby agree to hold the County of Montgomery, the Montgomery County Board of Commissioners, the County Manager and County Employees harmless for any loss or damage sustained while renting the county facility.

This policy was adopted on the 6th day of June 2000 by the Montgomery County Board of Commissioners; and amended this the 6th day of May, 2003.





William D. Maness, Chairman
Montgomery County Board of Commissioners



Laura B. Morton, Clerk to the Board

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I have read and agree to the guidelines for using the Montgomery County Agricultural Center.

Signature

Witness

Date

Date