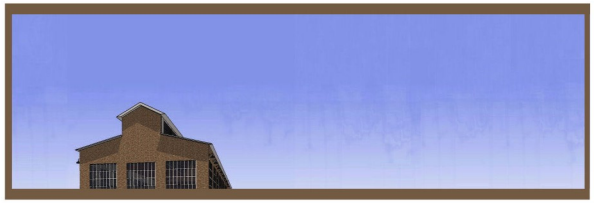
Conover Station Community Room Fees

- $100.00 Security Deposit (Refundable if room clean)
- $200.00 Four hours-$50.00 per each additional hour (includes patio)
- $50.00 Set-Up Fee (2 hr. prev. night if available)

City of Conover
101 1st St E
Conover, NC 28613
(828) 464-1191

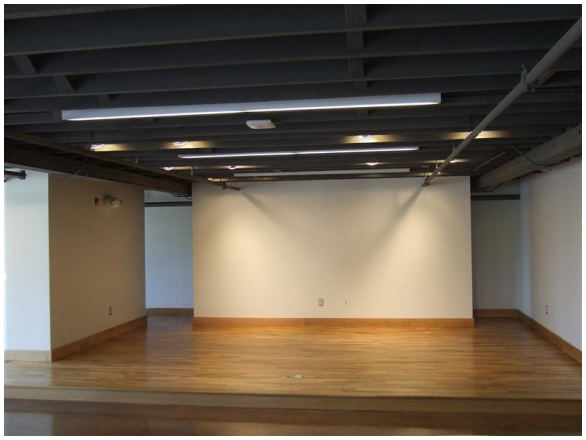
Additional Project Information:

Conoverstation.com



Community Room @ Conover Station

Conover Station
403 Conover Station
Conover, NC 28613
828-464-1191
conoverstation.com



General Policy Statement:

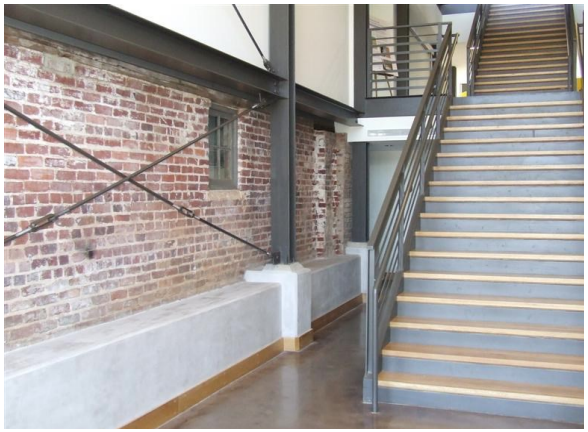
The Community Room operated by the City is established by law for community and civic purposes. This facility shall be used primarily for governmental and community events as permitted under the laws governing the use of such public facilities.

Exceptions:

Governmental functions shall take precedence over all other activities.

Application for Use of Facility:

Before approval, an application for use of the facility must be completed and signed by a responsible person, age 21 years or older, who shall be a resident and property owner of Conover. You must have a 48 hour notice to rent the room.



Additional Information:

- The room holds: 125 people - tables/chairs
  (Fire Code) 275 people - chairs only
  385-standing room only event
- 130 chairs and 16- 60" round tables are provided
- No use of 2nd and 3rd floors of building
- Kitchenette is provided
- Broom, dust mop and pan available for clean up
- Room is not available for rental on Sundays or Mondays

- Emergency Phone Number– 464-3112

Rules and Regulations:

1. The deposit covering the use fee will not be refunded unless a reservation is canceled five (5) days prior to the scheduled use or use of the facility is prevented by an act of God.
2. Setting up tables requires the assistance of two or more people in order to prevent dropping or breaking. Any damage to property whether intentional or accidental shall be the responsibility of the applicant. Damages must be reported to the City Finance Director who will advise as to the procedure for settling the damages.
3. Fortune telling, palm reading, related activities, and any other activity not complying with Federal, Sate and local laws are prohibited. Burlesque shows are prohibited.
4. Games of chance are prohibited. This does not apply to the awarding of prizes when there is no charge for participation and/or when only donations are made voluntarily.
5. Parking is not permitted on grassy areas, sidewalks or patio area. Parking is only permitted in designated areas.
6. Activities shall cease at 10:00 p.m. unless otherwise authorized on the application. Doors shall remain closed except for entering and exiting.
7. Decorations are not permitted on the walls or ceiling.
8. Alcoholic beverages are prohibited inside or outside the building. Smoking is prohibited. Music is allowed.
9. City owned equipment shall not be removed from premises.
10. City assumes no responsibility for any property left unattended.
11. All permits are subject to cancellation at the discretion of the City.
12. Persons using the Center shall refrain from unnecessary loud noises. Before leaving the Center, all refuse must be cleared and deposited in the rollout containers provided. Floors and kitchen shall be cleaned, lights turned off, and doors closed.
13. The police officer on duty may at anytime vacate the Center and close the activities if found to be carried on in violation of the above regulations. All fees and deposits shall be forfeited.