



# Policy for Town of Hertford Facilities for Community Use

Terms and Conditions of Community Use of Town of Hertford Facilities & Parks

**Missing Mill Park**

**Memorial Tree Park**

**Municipal Park**

**Hertford Community Center:** 305 West Grubb Street, Hertford, NC 27944

### Rent Free Users

Non-profit organization in Hertford (or other similar organizations in the area as approved by the Town Manager) shall have use of the multi-purpose room or pavilion for up to (3) hours. The reservation would occur during business hours Monday-Friday (8 AM – 5 PM) only and must be scheduled at least one week in advance.

### Rental Fees for Other Users

All other organizations and individuals requesting use of these facilities during business hours, non-business hours, and weekend may use the facilities for up to (4) hours for the following fees:

FACILITY	RENTAL FEE
Multi-Purpose Room	\$75
Council Chambers	\$75
Park Pavilion	\$50

Additional hours will be charged at a rate of \$30 per hour. Applications must be submitted two (2) weeks in advance and full payment is due at the time a reservation is made. Checks are made payable to the **Town of Hertford** and mailed or dropped off at 114 West Grubb Street. Please make sure to return the facility back in it's original condition.

Hours of Operation During Business Hours	Hours of Operation During Non-Business Hours
During business hours: 8:00AM – 5:00PM	After Business Hours: 6:00PM – 9:00PM
	Saturday & Sunday: 9:00AM – 9:00 PM

### No Discrimination Policy

It is the policy of the Town of Hertford, that no person shall be discriminated against based on race, color, creed, religion, sex, age, national origin, or disability.