

**TRANSYLVANIA COUNTY
REQUEST FOR USE OF COUNTY BUILDING(S) OR GROUNDS**

Name: _____

Address: _____

(Mailing address)

Phone #: _____

Facility requested: _____

Date: _____ from _____ to _____
(month/day/year) (time of day)

Purpose: _____

I/We the undersigned understand that I/we are responsible for any damages that might occur due to our use and will make sure the building(s) and grounds are left clean.

(Requesting Party)

Date approved/denied _____

To be completed by the County Manager:

**TRANSYLVANIA COUNTY NOTIFICATION FORM
USE OF COUNTY BUILDING(S) OR GROUNDS**

ATTENTION: _____

Your request, as listed above, has been reviewed by the County Manager.
Your request has been:

_____ approved.

_____ denied.

_____ No fee/deposit required.

_____ A fee of \$_____ is required.

_____ A deposit of \$_____ is required and will be refunded if no damage or costs are incurred by the county.

Jaime Laughter
Transylvania County Manager

BOARD OF COMMISSIONERS

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COUNTY MANAGER

Jaime Laughter
828/884-3100
Fax:828/884-3119

**101 S. Broad St.
Brevard, NC 28712**

Transylvania County

POLICY REQUESTS FOR USE OF COUNTY BUILDINGS AND GROUNDS

County buildings and grounds are, from time-to-time, requested to be used by the public for special purposes. Before a county building or ground can be utilized by an individual group or organization, a request form must be obtained from the county manager and completed. This request form will state the name of the requesting person, agency, or organization, the building or grounds requested to be used and the date and time requested.

The request must be made at least one week prior to the date of the activity. The County Manager may, depending on the type of activity proposed, require a fee or deposit for the use of the facility. The county manager will be responsible for notifying the person, group, or organization of his decision.

All persons, groups, or agencies authorized use of the county facilities are responsible for repairing any damage that may be incurred, and for cleaning the facility after use.

This policy does not apply to county facilities that are covered by other existing policies; i.e., Transylvania Activity Center (gym), Silvermont Mansion, Champion pool, Library (Rogow Room, Amphitheater).

"An Equal Opportunity Employer"

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USE POLICY TRANSYLVANIA COUNTY GAZEBO/BANDSTAND

The gazebo/bandstand was designed with the community in mind. It is a comfortable and attractive facility that enhances the lawn, invites people to sit and relax, and facilitates the implementation of special events and presentations. In order to maintain its condition, please adhere to the following guidelines.

1. Use the stepping stones and/or the sidewalk to access the facility. The beauty of the lawn is dependent upon your care and concern.
2. Nails, tacks, or staples are not to be used to attach posters, flyers, etc. to the wooden columns.
3. Hang banners from the two hooks located at the back of the gazebo on the inside top of the wooden columns.
4. The switches for the lights and fan are located at the base of the back right wooden column. Turn them off when you leave.
5. The benches are there for your convenience. If it is necessary to move them, please put them back in their original location before you leave.
6. Any additional equipment or supplies will be furnished by the individual/organization reserving the facility.
7. Remove any trash, produced as a result of your program/event, in or around the facility.
8. Alcoholic beverages of any kind are prohibited on county property.