

# RESERVATION PROCEDURES GARNER SENIOR CENTER AND FITNESS ANNEX



I. Portions of the Garner Senior Center and Fitness Annex are available to groups and individuals by reservation on a first come, first served basis for not-for-profit, public and private events and activities when not in use by the Parks, Recreation and Cultural Resources Department.

II. Groups and individuals may reserve the facilities in person at the **Garner Senior Center-205 E Garner Road, Garner, NC 27529**, by completion of the Garner Senior Center **Application for Use** and payment of the appropriate Reservation Deposit.

The Hours of operation are 8:00am-8:00pm Monday through Thursday and 8:00am-5:00pm Friday.

## III. Reservation Procedures

A. Reservations for use of the Garner Senior Center may be made a minimum of 30 days and a maximum of 6 months prior to the requested date of use. No group may have more than two reservations in a thirty day period.

B. When a request for use of the Garner Senior Center is made, a “hold” will be placed on the requested date of use. An **Application for Use** will be forwarded to the requesting party. The Garner Senior Center must receive the completed **Application for Use** and Reservation Deposit within 14 days of the date the request is made. If both the completed application and required fees are not received by that date, the requested date will be reopened.

C. All other payments (Use Fee and Food Service Fee) are due 30 days prior to the requested date.

### D. Cancellations

More than 90 days prior to event --- \$50 fee

90-30 days prior to event --- \$150 fee (security deposit)

Less than 30 days prior to event --- no refund

E. Event times may be changed up to 14 days prior to the requested date. At 14 days prior to the requested date the information on the application will be binding for your use of the building, therefore it must be accurate. Staffing and other arrangements will be made based on information contained on the application.

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