



FACILITY RESERVATION NOTIFICATION

In the month of June 2007, the Town of Carrboro Board of Aldermen approved several decisions that affect use of the Town Commons facility. On June 19th, The Board revisited the Town's existing reservation and insurance guidelines. In reviewing these guidelines, the Board weighed the community interest in using the Town Commons with the need to limit liability to all Town residents.

On June 26th the Board amended the Farmers Market contract allowing the Market to operate on Saturdays one additional hour longer, until 2:30p.m, reducing the time that the Town Commons is available for reservations to the public on Saturday. Other than that, the Town Commons is generally free for reservation throughout the week on a first come, first serve basis.

Beginning July 1, 2007, the Town will provide residents with the opportunity to reserve space at the Town Commons at no cost with the following conditions:

- The event is open to the public; and
- No money is exchanged during the event;
- Town staff is not needed during the event;
- Public access to bathrooms is not available in Town Hall;
- Electricity is not used;

In all cases, when food will be served, sold and/or given to the general public, insurance will be required.

- Reservations are limited to no more than once per month by any one group and subject to insurance guidelines. If the reservation requires insurance, the event sponsor must sign a reservation contract with the Recreation Department and provide accompanying required documentation.

Insurance Guidelines

Insurance is needed when reserving town facilities if the event includes major physical activity and moderate/severe exposure to participants; expected attendance of over 500; and large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property. In all cases, when food will be served, sold and/or given to the general public, insurance will be required. The policy requiring insurance for reservations involving food becomes effective August 2007.

We appreciate your cooperation during this transition. If you have any questions, please contact Anita Jones-McNair, Carrboro Recreation and Parks Director at 918-7381.