



City Facilities Use Policy

Parks and Recreation Commission Approved June 2020

Updated & City Council Approved July 2021

Updated & City Council Approved October 23, 2023

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City Facilities Use Policy

Purpose: The purpose of this Facility Use Policy is to define the applicability of facilities owned and operated by the City of Kannapolis for public use and the requirement for using these facilities. It is the intent of the City to allow the use of specified rooms and related facilities for the benefit of the designated user, provided such use does not interfere with the operations of the City.

Applicability: This Policy applies to City Hall, Train Station, Village Park, Gem Theatre, Swanee Theatre, gymnasiums, Veterans Park, Dale Earnhardt Tribute site, and all of the West Avenue Streetscape.

In general, the following City owned facilities may be requested and used according to this policy through the Parks and Recreation Office:

Capacity and Setup Table					
	Square Footage	Theater # of people	Banquet # of people	Classroom # of people	Reception # of people
CITY HALL & POLICE HEADQUARTERS					
Laureate Center – I	1,590	100	50	50	150
Laureate Center – II	2,120	160	80	85	250
Laureate Center – III	1,590	100	50	50	150
Laureate Center – I & II	3,710	280	150	130	500
Laureate Center – II & III	3,710	280	150	130	500
Laureate Center – I, II, & III	5,300	450	260	215	700
Terrace (<i>outdoors</i>)	250	18	10	6	25
ADDITIONAL FACILITIES					
Train Station Event Room	2,130	168	80	72	300
Village Park Event Room	1,400	120	60	54	175
Village Park Patio	Open	n/a	n/a	n/a	n/a
Gem Theatre Event Room		40	36	36	40
Veterans Park Gazebo	Open	n/a	n/a	n/a	n/a
Dale Earnhardt Plaza	Open	n/a	n/a	n/a	n/a
West Ave. Reading Room	1,606	Outdoor Open Space			
West Ave. Reading Room Terrace	1,600	Outdoor Open Space			
West Ave. Event Lawn	2,425	Outdoor Open Space			
West Ave. Pergola	800	Outdoor Open Space			
West Ave. Pump House Patio	800	Outdoor Open Space			
West Ave. Putting Green	750	Outdoor Open Space			
West Ave. Platform 1	1,200	Platform stage (L-Shaped stage)			
West Ave. Platform 2	1,200	Platform stage (series of three 20 x 20 stages)			



City Facilities Use Policy

Capacity and Setup Table						
<i>Internal Use Only</i>	Square Footage	Theater <i># of people</i>	Banquet <i># of people</i>	Classroom <i># of people</i>	Reception <i># of people</i>	Pre-Set <i># of people</i>
CITY HALL & POLICE HEADQUARTERS						
Conference 1233 (Council)	625	n/a	n/a	n/a	n/a	12
Conference 2201 (Executive)	760	n/a	n/a	n/a	n/a	16
Conference 3236 (Magnolia)	300	n/a	n/a	n/a	n/a	8
Conference 3302 (Cherry)	300	n/a	n/a	n/a	n/a	8
Conference 3307 (Oak)	625	n/a	n/a	n/a	n/a	12
EOC/Training – Section 1	630	36	30	45	100	n/a
EOC/Training – Section 2	630	36	30	45	100	n/a
EOC/Training – Sections 1 & 2	1,260	108	50	72	200	n/a

** Capacities are based on allowable limits per N.C. Fire Code, not square footage.*

Rental applicants may request specific areas, but the City Manager or designee reserves the right to place rentals in available and appropriate locations.

Application: To secure a date for any event in a city facility, a completed reservation application must be approved by the City Manager or designee. Reservations are confirmed on a first-come, first-served basis up to two years (24 months) in advance. Only the facilities or room(s) paid for and confirmed through a reservation may be used. A separate reservation form must accompany each request for use. Recurring reservations are permitted for not exceeding twelve months from the date of initial use.

A rental is confirmed when 100% of the security deposit is received. The remaining balance of rental and equipment fees is required twenty (20) business days before the event. If the renting party does not pay all fees timely, the contract becomes void. A \$250.00 security deposit is required for all professional events, and a \$500.00 security deposit is required for all social events. Events serving alcohol will be assessed a venue service charge of \$150.00.

The City Manager or designee is authorized to cancel or relocate any reservations due to scheduling conflicts or unforeseen events that make a room or facility unavailable, unsafe, unreasonable, or otherwise not in the City's or the public's best interest. If the City requires a cancellation or relocation of a reservation, the City will notify the applicant as soon as possible of the change and refund any required fees or deposits. Should any groups or entities need to cancel the reservation, they must provide a minimum of a ten (10) business day notice in writing, or this could cause the forfeiture of all paid money.



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Deposits: Security deposits are due at the time the application is submitted. The City will process refund payments for security deposits immediately following the event and return a full deposit no later than 30 days after the use of the facility, provided guidelines have been adhered to and no damage has resulted from using the facility.

- Damages and extensive cleaning will result in forfeiture of all or a portion of the refundable security deposit.
- If a room, facility, or any of its contents suffers damage due to the actions or neglect of groups or entities that have reserved the room or facility, the renting party will be charged the actual costs to repair or replace the room, facility, or damaged item, in addition to forfeiting the security fee for the use of the room or facility.
- The renting party shall be responsible for all claims, damage, or accidents by any act, omission, default, subcontractor, employees, patrons, guests, or negligence. Upon demand, the renting party will pay the City in cash or credit card a sum equal to the cost of repairing and restoring the facility to its condition as of the beginning of this lease.
- Venue Service Charge: Events serving alcohol will be assessed a \$150.00 service charge.

Rental Fees: Completed applications and security deposits are required to hold a date for a reservation. These are required no earlier than twenty-four (24) months and no later than ten (10) business days before the date the facility is being requested.

- Twenty (20) business days before the event date, the rental fee balance is due.
- City Council and City of Kannapolis Employees will receive a 50% discount on the hourly rate for non-city business and personal use rentals.
- Most facilities are assigned basic equipment and included in rental fees. Contact the City Manager or designee for additional information on the equipment in each space.
- Open space and gymnasium rentals do not include any equipment, such as tables or chairs. However, power is available at most sites. This applies to Veterans Park, the Dale Earnhardt Tribute, and all West Avenue spaces.

Additional equipment, packages, and services can be added to a reservation. For further information and pricing on these add-ons, contact the City Manager or designee for additional information and prices.

Under Section 163-99 of the North Carolina General Statutes, the City is authorized and directed to permit the use of space within the City Hall without charge, except custodial and utility fees, by political parties, as defined in G.S. 163-96, for the express purpose of annual or biennial precinct meetings and county and district conventions.



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Availability of Facilities: The applicable rooms and facilities of the City are available daily between 7:00 a.m. and 12:00 a.m. (midnight), with the exception of Sundays when facilities are available from 7:00 a.m. to 6:00 p.m. These times are inclusive of setup and cleanup times. Facility reservations will not be scheduled on Easter Sunday, Thanksgiving Day, Christmas Eve, and Christmas Day. All reservations, including uses, dates, and times, are subject to the City Manager or designee's review and approval. Setup and cleanup need to be included in the rental times. These times will need to be listed on the application along with the event time.

To accommodate as many groups or entities as possible during popular meeting dates, unless otherwise approved by the City Manager or designee, applicable rooms and facilities must be reserved for specific periods. Facility Use Applications that do not contain specific or general time periods, such as "all day," will be denied. Also, groups or entities may be asked to alter requested time periods and facility space to accommodate as many groups or entities as possible.

- Professional Events are gatherings where business professionals carry out business-related activities. This includes but is not limited to conferences, trainings, meetings, religious services, networking, political party gatherings, and corporate dinners.
 - Professional Event Rental Minimum – 2 hours
- Social Events are considered an occasion that involves social interactions and behaviors. This includes but is not limited to galas, weddings, birthdays, class reunions, and fundraising or celebratory banquets.
 - Social Event Rental Minimum – 4 hours

Facility Deposits, Fees, and Discounts: See the City of Kannapolis Fee Schedule.

- A venue service charge of \$150.00 will be assessed for all groups serving alcohol.
- Kitchen and Gallery areas cannot be rented unless part of the Laureate Center is rented.
- Outside Terrace and Patio areas cannot be rented unless inside space is rented.
- West Avenue Platform 1 cannot be rented unless the West Avenue Event Lawn is rented.
- West Avenue Reading Room cannot be rented unless West Avenue Reading Room Terrace is rented.

Extended Stay Time Rental – 15% discount when any room or combinations of spaces are rented for 12+ hours during a single booking.

Kannapolis School System Rentals: As part of the Joint Use of Facilities Agreement with the Kannapolis City Schools, the school system may use city facilities for nonsocial purposes, such as workshops, conferences, and meetings, at no cost, subject to availability (7:00 a.m. – 6:00 p.m., Monday – Friday; no weekends). Rentals must be by the district office, not individual schools, or third-party vendors. Rentals that fall under the tourism category, such as conferences attracting out-of-county attendees, will be treated as Tourism Impact Rentals (see below).



City Facilities Use Policy

City Partner & Local Government Rentals: Those groups receive one free city facility rental annually, subject to availability. Rentals will be for the use of the partner and not third parties. The free rental will be between 7:00 a.m. – 6:00 p.m., Monday – Friday, no weekends. Rentals that fall under the tourism category, such as conferences attracting out-of-county attendees, will be treated as Tourism Impact Rentals (see below).

City Partners & Local Government are:

- Cabarrus and Rowan Chamber of Commerce
- Cabarrus and Rowan Economic Development Corporations
- Cabarrus and Rowan Schools
- Cabarrus and Rowan Convention and Visitor Bureaus
- Kannapolis Cannon Ballers
- Cabarrus County and Rowan County Governments

Non-Profit N.C. Research Campus Partners: N.C. Research Campus Partners, who are non-profits, will receive two free city facility rentals annually, subject to availability. This includes the universities and community colleges on the campus and Cabarrus Health Alliance.

Rentals will be for the use of the partner and not third parties. The free rental will be between 7:00 a.m. – 6:00 p.m., Monday – Friday, no weekends. Rentals that fall under the tourism category, such as conferences attracting out-of-county attendees, will be treated as Tourism Impact Rentals (see below).

Non-Profit (501c) Organizations: Non-Profit Organizations based in Cabarrus & Rowan Counties will receive 50% off one rental annually, subject to availability. Rentals will be for the use of the organization and not third parties. The discounted rental will be Monday – Friday, no weekends. Rentals that fall under the tourism category, such as conferences attracting out-of-county attendees, will be treated as Tourism Impact Rentals (see below).

Government-Affiliated Organizations: Professional government organizations affiliated with city employees will receive one free city facility rental, subject to availability. Rentals would be for the use of the organization and not third parties. The free rental will be Monday – Friday, no weekends. Rentals that fall under the tourism category, such as conferences attracting out-of-county attendees, will be treated as Tourism Impact Rentals (see below).

Tourism Impact Rentals: Rentals related to tourism economic impacts for the City of Kannapolis and Cabarrus/Rowan Counties will be charged a rental fee. However, a discount would apply using a graduated payment scale. Tourism impacts include overnight lodging, food, beverage, and other monies attendees spend for the event/activity. The Cabarrus and Rowan County CVBs use a national formula that calculates approximately \$115 spent by a person attending these tourism activities.

- 33% discount on the rental for any tourism-related event with an impact of \$5,000.
- 50% discount on the rental for any non-ticketed tourism-related event with an impact of \$10,000 or more



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Cancellations: Cancellations must be provided in writing ten (10) business days before the event. In this case, a full refund shall be given for rent and security fees. Special consideration may be given during a natural disaster or a medical emergency. For cancellations provided less than ten (10) business days in advance, all rent deposits will be forfeited at the discretion of the City. Any cancellation made after the room is set up results in forfeiture of all rent, deposits, and fees. Rescheduling will be considered by the Parks and Recreation Director's Office and is subject to availability.

If the City of Kannapolis is declared closed due to a natural disaster, including weather-related events and medical emergencies, any permission to use the facility is automatically withdrawn during the closure period. Kannapolis government closure information is available on the City's website, City's social media, local radio, and T.V. stations. In such an event, the City shall not provide notice of cancellation. Users shall be solely responsible for notifying event participants. A 100% refund will be granted if this type of closure occurs.

Non-Discrimination Policy: The City of Kannapolis prohibits discrimination against any person for any reason, including age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, political affiliation, marital status, veteran status, or any other characteristic protected by law.

Indemnification: The person renting agrees to indemnify and hold the City, its officers, agents, and employees harmless from any loss or liability that may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the facility by Renting person and their guests, agents, or employees.

General Rules of Use:

1. All use of rooms and facilities, except incidental use by City staff, must be scheduled in advance through an application filed with the Parks and Recreation Office. All required deposits must accompany the application.
2. To reserve a facility, the renter must be at least 21 years old and present during the event. For events where minors (18 years or younger) will be a majority of the guests, 1 adult to every 10 minors must be present. The renting party is responsible for the orderly behavior of guests using the facility and must conform to all departmental policies, facility and City rules, and regulations.
3. Under no circumstances will a group or entity using a room or facility be given a key to access any City facility. City staff will provide access to the room or facility.
4. The Laureate Center and Village Park kitchen spaces may only be used when rented and reserved with the adjoining room. The kitchen can be used for warming, cooling, and plating but is not for preparing raw products. Food must be cooked offsite. The kitchen must be cleaned before leaving the facility within the rental time. Failure to comply may result in forfeiture of the renting party's security deposit. The renting party should furnish all meal-related equipment. Kitchen facilities are not for preparing food for sale.



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5. The city will provide all rental applicants with recommended caterers at the Laureate Center. These caterers have provided the required information and have received the necessary training on the building/equipment. If a rental applicant wishes to use a different caterer not on the recommended list, the company must comply with all requests and regulations (health department certifications, insurance, etc.). Should one or two events be scheduled for one facility simultaneously, only one approved caterer will be allowed in the area.
6. The renting party shall promptly report all accidents or incidents which result in either personal injury or damage to the property of the City, an employee, or a member of the public, regardless of who is responsible for the damage.
7. The renting party shall immediately report defective equipment or unsafe conditions of any equipment or facilities that may endanger anyone to the City employee in charge of the facility.
8. The City, its officers, agents, and employees shall have the right always to enter the facility during the rental event to confirm the renting party's conformance to this policy. If the City determines, in its sole judgment, that the renting person has breached a term of this policy, the City shall have the right to immediately terminate this rental agreement before the expiration of its period and before the event's conclusion without any refund to the renting person.
9. In the event of an emergency and severe weather, City Manager or designee has the authority to suspend all activity within the facility and evacuate all individuals to the nearest emergency shelter.
10. The use of rooms and facilities does not obligate the City to provide any furnishings or equipment not currently assigned to the area or listed in the rental contract. Furnishings and equipment may not be removed from the room or facility. Additional equipment may be brought into rooms and facilities if noted on the application and pre-approved by the City Manager or designee.
11. City equipment, including furnishings and audio-visual equipment, may not be used unless provided through the rental contract. Additional fees may apply. The use of displays, decorations, or similar items is expressly limited to freestanding elements, tables, or easels. The attachment of displays, decorations, or similar items on walls, doors, windows, or any other surface is prohibited.
12. Helium balloons are prohibited in all facilities unless securely tethered at all times.
13. City facilities are a smoke-free environment. Smoking and vapor are prohibited in/on City property.
14. Serving alcoholic beverages will be allowed with approval and permits when necessary, according to state and federal laws. Please note alcohol is not permitted in gymnasiums or school property. All alcohol must be delivered and removed from the premises during the hours reserved by the renter. The renter assumes all responsibilities and liabilities associated with serving or using alcoholic beverages for their event or use of the facility. Events serving alcohol will be required to pay an additional \$150.00 deposit. (*Alcoholic Beverage Ordinance available upon request*)



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15. Groups or entities using rooms and facilities will return the rooms and facilities to their pre-event condition per the checklist provided with the application. The renting party is responsible for placing all garbage/recycling in the designated receptacles. City staff will remove all garbage/recycling from the building after the end of the rental. If receptacles become full, City staff must be notified. The security fee will not be refunded if this rule is violated.
16. Parking is available in all parking areas unless otherwise posted. Loading and unloading shall be done from the designated parking areas. Cars are not permitted on sidewalks or grass areas.
17. Any static signage or the facility's electronic signage must be requested on the application and approved by the City Manager or designee.
18. Under no circumstances may a group or entity use the City's insignias, including the City logo, without the express permission of the Director of Communications.
19. Advertising/promotion of events, meetings, programs, etc., for which space within a facility has been reserved must clearly state the sponsor of the event, a local contact person, and a telephone number. Promotional materials, press releases, etc., must be worded so it is clear to the general public that the City of Kannapolis did not sponsor the event. Failure to comply with this policy may lead to immediate cancellation of the event and forfeiture of rental fees and deposit paid.
20. Advertising and promotion of events may not occur until the security deposit is paid.
21. Failure to conclude the use of a room or facility (defined as more than fifteen minutes beyond the time indicated on the application) may result in the forfeiture of the security fee and additional fees assessed.
22. Groups and entities using the rooms and facilities are responsible for their behavior and are expected to comply with all policies, laws, and regulations. Failure to do so could result in dismissal from the facility, the denial of future use applications, and forfeiture of the security fee.
23. The City reserves the right to deny the use of the rooms, spaces, and/or facilities if it is determined the use is not in the best interest of the City and the public. The City also reserves the right to evict any group or entity from any room or facility if deemed in the City's and the public's best interest.
24. The renting party will observe and obey all the Laws of the United States and the State of North Carolina; all applicable ordinances of Cabarrus County and the City of Kannapolis; all rules, regulations, and requirements of the Cabarrus County Health Department; the Kannapolis Police and Fire Departments and other municipal authorities of the City. The renting party will obtain all licenses, permits, and union and trade organization clearances required by any public body or contract at their expense.



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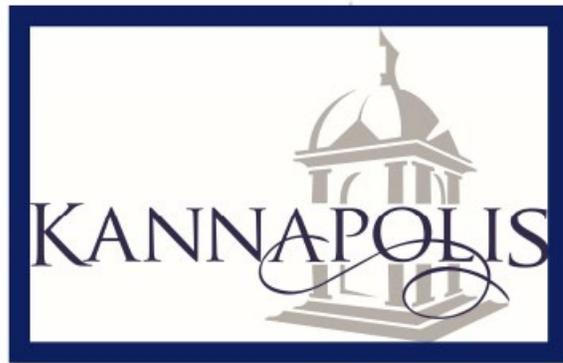
25. The following require approval of the City Manager or designee:
- Charging for admission, selling tickets, or taking subscriptions or collections. No admission may be charged for gymnasiums or on school property.
 - Dances or Bands; sound level shall not exceed 100 decibels. Any use of amplified sound in outdoor/open spaces will require the renter to obtain a sound permit from the Kannapolis Police Department.
 - Selling or offering of merchandise.
 - Tents and additional outside fixtures.
26. If the rental is being used as part of a parade/march, street fair, trail/greenway, run/walk/bike, festival, etc., a special event application must be submitted and approved for the space rental to be approved. Additional fees may apply.
27. A police officer/security may be required for any social event activity when more than 200 persons are expected or when deemed necessary by the City Manager or designee. Any monetary compensation required for such service shall be the responsibility of the renting party and will be added to the renter's total fee.
28. The City assumes no responsibility for lost, stolen, or damaged personal property. All activities must cease by 12:00 a.m. (midnight) unless previously approved by the City Manager or designee; this requirement includes cleanup of the event.
29. Miscellaneous Provisions:
- Bubbles, glitter, birdseed, and rice are not permitted inside facilities. Confetti is allowed inside the facility. Birdseed and bubbles are allowed outside the facilities.
 - Illegal drugs, gambling, vulgar language, or solicitation are prohibited.
 - Weapons are prohibited, except those carried by law enforcement. Animals are not permitted in indoor facilities, except service animals or those approved by the City Manager or designee.
 - Any game or activity prohibited by North Carolina, federal, or local law. All games require approval by the City Manager or designee; this includes "Casino Night" or "Bingo."
 - No open candlewicks. All candlewicks must be enclosed; votive or hurricane-type containers are recommended and must be approved by the City Manager or designee.
 - Use of the facility for personal gain or moneymaking projects is prohibited.
 - Attaching nails, hooks, tacks, tape, glue, sticky tack, or screws into any part of the facility is prohibited; this includes ceilings, walls, floors, doors, doorframes, and/or tables.
 - Items left overnight are prohibited unless approved by the City Manager or designee.
 - Outside food and drink are prohibited inside all gymnasiums and school sites per the City's agreement with Kannapolis City Schools. No outside concessions can be sold.
 - Fireworks or other explosives are prohibited in the facilities and premises.
 - Any agreement to use the facilities is not assignable to any other person or entity.

Any person or group violating any rules is subject to suspension from the facility and prosecution under the law, where appropriate, and forfeiture of their security deposit and assessment of associated fees. Flagrant misuse of facilities will result in the forfeiture of future reservations.



City Facilities Use Policy

Addendum #1



Adopted Fiscal Year 2026 Fee Schedule

Revised: July 28, 2025

Fees Updated: August 26, 2025



City Facilities Use Policy

Event Space Rentals

RATES ARE PER HOUR	Professional Events	Social Events	Security Fee Refundable	Other Conditions
Laureate Center – Section I	\$100/hr	\$125/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
Laureate Center – Section II	\$100/hr	\$125/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
Laureate Center – Section III	\$100/hr	\$125/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
Laureate Center – Sections I & II	\$200/hr	\$250/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
Laureate Center – Sections II & III	\$200/hr	\$250/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
Laureate Center – Sections I, II, & III	\$300/hr	\$350/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
Kitchen*	\$100 flat rate			
Council Conference	\$50/hr	\$60/hr	\$250 - \$500	
Gallery*	\$100 flat rate			
Outside Terrace **	\$100 flat rate			
Train Station Event Room	\$75/hr	\$100/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
Village Park Event Room	\$75/hr	\$100/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
Village Park Patio	\$15/hr	\$20/hr	\$250 - \$500	
Public Works Training Room	\$45/hr		\$250 - \$500	
Gem Theatre Event Room	\$40/hr	\$50/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
Veterans Park Gazebo	\$50/hr	\$75/hr	\$100	Venue Service Charge <i>if applicable</i>
Dale Earnhardt Plaza	\$20/hr	\$25/hr	\$100	
West Avenue Reading Room***	\$20/hr	\$25/hr	\$100	
West Avenue Reading Room Terrace	\$20/hr	\$25/hr	\$100	
West Avenue Event Lawn	\$25/hr	\$30/hr	\$100	
West Avenue Platform 1 (L-shaped)****	\$25/hr	\$30/hr	\$100	
West Avenue Platform 2 "3 Decks"	\$30/hr	\$30/hr	\$100	
West Avenue Pergola	\$20/hr	\$30/hr	\$100	
West Avenue Pump House Patio	\$25/hr	\$30/hr	\$100	
West Avenue Putting Green	\$20/hr	\$25/hr	\$100	



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- * Kitchen and Gallery areas cannot be rented unless space in the Laureate Center is rented.
- ** Outside terrace / Patio Areas cannot be rented unless inside space is rented.
- *** West Avenue Reading Room cannot be rented unless West Avenue Reading Room Terrace is rented.
- **** West Avenue Platform 1 cannot be rented unless West Avenue Event Lawn is rented.

Professional Events: These are considered gatherings where business professionals carry out business-related activities. This includes but is not limited to conferences, trainings, meetings, religious services, networking, political party gatherings, and corporate dinners.

- A \$250.00 security deposit is required for all professional events.
- Professional event rental minimum is 2 hours.

Social Events: These are considered an occasion that involves social interactions and behaviors. This includes but is not limited to galas, weddings, birthdays, class reunions, and fundraising or celebratory banquets.

- A \$500.00 security deposit is required for all social events.
- Social event rental minimum – 4 hours

Other Discounts and Charges

- Extended Time Rental: 15% discount when any room or combinations of rooms are rented for 12+ hours during a single booking.
- Dance Floor: \$450; the complete unit consists of 21w X 21d
- Stage: \$450; the complete unit consists of 18w X 12d stage with two sets of steps and skirting
- Excessive Cleaning: (see policy): \$30/hr.
- Police Officer: If required, rate will be provided during application submission



City Facilities Use Policy

VILLAGE PARK

SHELTERS			
		½ Day	Full Day
Shelter A	Resident	\$25	\$40
	Non-Resident	\$32	\$55
Shelter B	Resident	\$45	\$80
	Non-Resident	\$55	\$100
Shelter C	Resident	\$25	\$40
	Non-Resident	\$32	\$55
Shelter D	Resident	\$35	\$60
	Non-Resident	\$45	\$80
Shelter E	Resident	\$25	\$40
	Non-Resident	\$32	55
Shelter C SATURDAYS	Resident	\$15	2-hour rental
	Non-Resident	\$25	
All 4 Shelters	Resident	\$110	\$144
	Non-Resident	\$200	\$270

Village Park Shelter A: Shelter A holds approximately 36 people and has 6 picnic tables. Shelters offer power receptacles and grills. They are located close to the splash pad, carousel, train, and playground. The cost for a resident to reserve Shelter A is \$25 for a half day (9:00am – 2:30pm or 3:00pm – 8:30pm). Cost for a full day (9:00am – 8:30pm) is \$40.

Village Park Shelter B: Shelter B holds approximately 96 people and has 16 picnic tables. Shelter B offers power receptacles and a grill. This shelter is near the splash pad, carousel, train, and playground. The cost for a resident to reserve Shelter B is \$45 for a half day (9:00am – 2:30pm or 3:00pm – 8:30pm). The cost for a full day (9:00am – 8:30pm) is \$80.

Village Park Shelter C: Shelter C holds approximately 36 people and has 6 picnic tables. Shelters offer power receptacles and grills. They are located close to the splash pad, carousel, train, and playground. The cost for a resident to reserve Shelter C is \$25 for a half day (9:00am – 2:30pm or 3:00pm – 8:30pm). The cost for a full day (9:00am – 8:30pm) is \$40.

- **BIRTHDAY PARTY TIME BLOCKS:** On Saturdays, Shelter C may be reserved in 2-hour time blocks. (9:30am – 11:30am, 12:00pm – 2:00pm, 2:30pm – 4:30pm, 5:00pm – 7:00pm). The cost for residents to reserve a 2-hour time block is \$15.00.

Village Park Shelter D: Shelter D holds approximately 60 people and has 10 picnic tables. Shelter D offers power receptacles and a grill. This shelter is near the splash pad, carousel, train, and playground. The cost for a resident to reserve Shelter D is \$35 for a half day (9:00am – 2:30pm or 3:00pm – 8:30pm). The cost for a full day (9:00am – 8:30pm) is \$60.

Village Park Shelter E: Shelter E holds approximately 24 people and has 4 picnic tables. Shelter E offers power receptacles and a grill. This shelter is located adjacent to the playground and close to the splash pad, carousel, and train. The cost for a resident to reserve Shelter E is \$25 for a half day (9:00am – 2:30pm or 3:00pm – 8:30pm). The cost for a full day (9:00am – 8:30pm) is \$40.



City Facilities Use Policy

AMPHITHEATER		
Resident ~ For Profit	\$550	
Resident ~ Non-Profit	\$350	
Non-Resident ~ For Profit	\$1,050	
Non-Resident ~ Non-Profit	\$800	
Staffing	\$25	Per hour 3-hour minimum
Parking	\$12	Per hour/Per staff
Set-Up	\$200	
Clean-Up	\$300	
Sound	\$250	

ACTIVITIES & OTHER ITEMS		
Splash Pad	\$1.50/day	Children 12 months of age and under are free
Train	\$1.50/ride	Children 12 months of age and under are free
Carousel	\$1.50/ride	Children 12 months of age and under are free
Train/Carousel Photo Shoots	\$30	Per hour 1-hour minimum
Youth Athletics	\$40	Resident (per season)
	\$60	Non-Resident (per season)
Fast Pass	\$5	
Senior Trips	Variable	
Sound	\$250	
Gym Rentals <i>Kannapolis City Schools</i>	\$30	Resident (per hour)
	\$40	Non-Resident (per hour)
Transfer of burial rights within a family	\$25	Per plot
Transfer of burial rights outside of immediate family	\$200	Per plot
Transfer of vacant plots to the City of Kannapolis	\$0	
Burial Fee	\$150	Per plot Must be paid prior to burial
Marker Security Deposit	\$280	Per plot Must be paid prior to burial

*10% off for the purchase of 10 tickets or more for the train/carousel

**10% off the purchase of 10 wristbands or more for the splashpad

*** Photo shoots are only permitted during non-operational hours; they can start no earlier than 8:00am and not later than 9:00pm



City Facilities Use Policy

BAKERS CREEK PARK

BAKERS CREEK SHELTERS			
		½ Day	Full Day
Shelter 1, 2, & 3	Resident	\$40	\$65
	Non-Resident	\$47	\$72
Shelter 4	Resident	\$25	\$45
	Non-Resident	\$32	\$52
All 4 Shelters	Resident	\$110	\$144
	Non-Resident	\$200	\$270
Large Picnic Site (#A)	3 tables & 1 grill	\$15	\$30
Small Picnic Site (#B & C)	2 tables & 1 grill	\$10	\$20
Mini Picnic Site (#D)	1 table & 1 grill	\$5	\$10
Mountain Street Shelter	Resident	\$50	
	Non-Resident	\$50	

Bakers Creek Park Large Picnic Shelters (use by reservation only): Shelters 1 & 2 hold up to 90 people, and Shelter 3 holds up to 125 people. These large picnic shelters offer water, lights, receptacles, grills, and horseshoe pits.

Bakers Creek Small Shelter Picnic Site ~ Shelter #4 (use by reservation only): This one-covered picnic site is available and holds up to 30 people. Four large picnic tables and a grill are included. No power, water, or horseshoe pits are available. Located adjacent to the playground.

Mountain Street Park Shelter (use by reservation only): The Expansion Park, located at the corner of 930 West 8th and Mountain Streets, offers four picnic tables, a grill, a playground, two sand volleyball courts, horseshoe pits, and restrooms. Limited parking is available. Good for small groups of under 30 people. For use only daily, no half-day rentals.



City Facilities Use Policy

GEM THEATRE

Movie Tickets	Before 6:00pm: \$4.00 (<i>all tickets</i>) After 6:00pm: Children and Seniors: \$4.00, Adults: \$5.00
Photo Shoots Inside the Theatre	\$30/hr. (1 hour minimum) <i>*Only permitted during non-operational hours</i> <i>*No earlier than 8 am and not later than 6 pm (M-F only)</i>
Special Events for Entire Theater <i>Example: Graduation ceremony/private non-movie event (before show times)</i>	\$1,000 minimum <i>includes 5 hours; each additional hour is \$200.00</i>
Special Events for Entire Theater <i>Example: Private event during a normal showtime</i>	\$3,000 minimum <i>includes 5 hours; each additional hour is \$200.00</i>
Theater for Special Movie Showings <i>(outside normal hours)</i>	\$240 <i>minimum (\$4.00 per person afterward) + applicable licensing fees</i>
School Groups for Special Movie Showing	\$200 <i>minimum (\$2.00 per person afterward) + applicable licensing fees</i>
School Groups Concessions	\$1.50 small drink \$1.50 small popcorn
Special Message on the Marquee	\$50.00 (<i>3 hours for one side</i>)
Birthday Party Packages	\$200.00 includes: <ul style="list-style-type: none"> • Admission, small popcorn, and medium drinks for 15 guests for the current movie showing at one of the already scheduled movie times. • One hour of use of the party room either before or after the movie. • Use of our fountain drink machine in the party room during that time. • Each additional guest is \$7.75 after the first fifteen. • Parents/Chaperones ratio must be 1:10 for anyone under the age of 18.
Bulk Ticket Pricing: <i>(during normal show times)</i>	\$3.50 per child/senior ticket (25 tickets or more) \$4.50 per adult ticket (25 tickets or more)



City Facilities Use Policy

SWANEE THEATRE

RATES ARE PER HOUR	Professional Events	Social Events	Security Fee Refundable	Other Conditions
Swanee Theatre Facility (Sunday – Thursday)	\$500/hr	\$500/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
Swanee Theatre Facility (Prime Time Rental Friday & Saturday)	\$800/hr	\$800/hr	\$250 - \$500	Venue Service Charge <i>if applicable</i>
AV/Sound Tech Staff	\$50/hr		(Required for all rentals when using sound system)	
Bartending Staff	\$20/hr		(required if bar service is requested) *Gratuity/ 20% of alcohol service (Required if open bar or drink tickets are being used) This fee goes directly to the bartenders.	
Event staff:	\$15/hr		(required if room set-up changes during event, i.e. flipping the room during an event)	
Special Message on Marquee	\$50 for 3 hours		(1 side only)	
Kitchen*	\$100 flat rate			
Use of Outside Catering Company	\$100 flat rate		*Other than preferred catering list; must provide health department and insurance information	
Green Room*	\$200 flat rate			
Upstairs Meeting Room*	\$200 flat rate			

Professional Events: These are considered gatherings where business professionals carry out business-related activities. This includes but is not limited to conferences, trainings, meetings, religious services, networking, political party gatherings, and corporate dinners.

- A \$250.00 security deposit is required for all professional events.
- Professional event rental minimum is 2 hours.
- A venue service charge of \$150.00 will be assessed for all groups serving alcohol.

Social Events: These are considered an occasion that involves social interactions and behaviors. This includes but is not limited to galas, weddings, birthdays, class reunions, and fundraising or celebratory banquets.

- A \$500.00 security deposit is required for all social events.
- Social event rental minimum – 4 hours
- A venue service charge of \$150.00 will be assessed for all groups serving alcohol.



City Facilities Use Policy

ATHLETIC FIELDS & COURTS

	Resident/Kannapolis Based	Non-Resident/Non-Kannapolis Based
Softball field without lights	\$10.00 per hour per field	\$15.00 per hour per field
Softball field with lights	\$20.00 per hour per field	\$30.00 per hour per field
*There will also be a \$15.00 per field/per time that fields are lined and dragged		
Soccer field without lights	\$15.00 per hour per field	\$20.00 per hour per field
Soccer field with lights	\$26.00 per hour per field	\$35.00 per hour per field

	Resident/Kannapolis Based	Non-Resident/Non-Kannapolis Based
Tennis court	\$3.00 per hour per court	\$5.00 per hour per court
Tennis court lights	\$4.00 per hour	\$4.00 per hour
*Light fee covers all lights at the tennis complex.		

Rate	Lining	Turf	Additional Fees	Lights	Deposit
\$150/day per field	one free lining then \$15/prep	\$12/bag	\$75 gate 100% concession	\$15/hour per field	\$100

Tournament Cancellations:

- A tournament that is canceled after 5:00pm on Wednesday (non-weather related) will be charged \$100 for the first cancellation, \$100 for a second cancellation, and \$100 for a third cancellation. Aside from the \$100 cancellation fee, all remaining tournaments will be removed if the user has canceled a tournament for a third time.
- A tournament that is canceled after 5:00pm on Wednesday (weather-related) will be credited with the rental fee for a future date. Please note all weather-related cancellations will be subject to approval.
- If the Parks and Recreation Department cancels the tournament due to weather after it has begun, the following format will be used to determine the amount of credit for future field rentals:
 - Less than ½ of the tournament has been played, and 100% of the remaining tournament fees will be credited
 - More than ½ of the tournament has been played, 50 % of the remaining tournament fees will be credited



City Facilities Use Policy

SPECIAL EVENTS

Police: The Special Events Committee, in consultation with the Kannapolis Police Department, shall determine the number of police officers required to appropriately manage street closures and for internal security, as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$35.00 per hour per police officer assigned to the event. These fees are due one (1) week before the event.

Fire and EMS: The Special Events Committee, in consultation with the Kannapolis Fire Department, will determine the number of Emergency Medical Personnel required as well as the time when such services shall commence and end. Applicants will be invoiced before the event at the rate of \$35.00 per hour per firefighter/EMS assigned to the event. These fees are due one (1) week before the event.

Street Closure Equipment: The Special Events Committee, in consultation with the Kannapolis Public Works Department, shall determine the need for traffic control equipment to appropriately manage street closures. Applicants will be notified of the recommended controls. The applicant may rent the equipment at the rate of \$175.00 per event. These fees are due one (1) week before the event.

Greenway Event Usage: For events held on a Kannapolis Parks and Recreation maintained, Greenway usage must be pre-approved by the Special Events Committee.

Insurance: If an event requires a street or sidewalk closure, then Comprehensive General Public Liability Insurance is required: \$1,000,000 per person per occurrence with a \$2,000,000 aggregate naming the City of Kannapolis as additionally insured. **Certificate should be specifically worded: "The City of Kannapolis, its officers, employees, and agents are additionally insured." If alcohol is served at the event, Liquor Liability is required to be included in the Certificate of Insurance. Proof of insurance is required at least 30 days before the event.

Current Special Events Permit Fee Schedule: Fees for special events and neighborhood block parties will utilize the below fee schedule. Permit fees are non-refundable and are subject to change. Fees are not applicable if the event is contained to private property and requires no City resources.

Parade, Walk, or Run	\$125
Festival/Exhibition Shows (Non-Profit)	\$100
Festival/Exhibition Shows (For-Profit)	\$200
Neighborhood Block Parties	\$50