



**THE JONES HOUSE  
COMMUNITY AND CULTURAL CENTER  
604 WEST KING STREET  
BOONE, NORTH CAROLINA 28607**

(828) 262-4576 PHONE      (828) 262-4599 FAX      [wcac@boone.net](mailto:wcac@boone.net)

**Property and Grounds Event Usage Form**

**Note:** *This form is for public use of the Jones House Community Center property and grounds and is to be completed for all organized events occurring in the grounds of the Jones House Community Center. If the planned event involves the interior of the building, a separate event form should be used for that portion of the activities and both forms should be filed together. All organized events occurring on the Jones House Community Center properties must be pre-approved, all required attachments must be provided, and this form signed in advance by the Executive Director.*

Event \_\_\_\_\_  
Group Sponsoring Event \_\_\_\_\_  
Event Date \_\_\_\_\_  
Scheduled Times: Setup \_\_\_\_\_ Event Begins \_\_\_\_\_ Event Ends \_\_\_\_\_ Cleanup \_\_\_\_\_  
Contact Person \_\_\_\_\_ Email \_\_\_\_\_  
Telephone Number (day) \_\_\_\_\_ (night) \_\_\_\_\_  
Title and Functional Responsibility with Regard to Event \_\_\_\_\_  
Will this person be present at all times during the event? \_\_\_\_\_  
If not, who will be present and in charge during the event? \_\_\_\_\_  
Organizing Person(s) (if not the contact person listed) \_\_\_\_\_

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Estimated Number of Participants \_\_\_\_\_ Estimated Number of Volunteers \_\_\_\_\_

On the reverse side, please list all participants involved in any way with the proposed event. Include name, address, telephone numbers. Also include professional event organizers, event promoters, financial underwriters, commercial sponsors, and charitable agencies for whose benefit the event is being produced, the organization(s) in whose name the event is being promoted, and all others administratively, financially, and organizationally involved as principals in the production of the proposed event.

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If there will be music, sound amplification, or any other noise impact, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The sound equipment of the Jones House Community Center may only be set up and operated by pre-approved persons who are appointed by the Executive Director. If these services are requested, the hourly fee must be paid directly to the appointed sound technician at the end of the event. The Jones House equipment is capable of playing a single CD or an audio-tape.

Will you need sound equipment? \_\_\_\_ What time will this need to be set up? \_\_\_\_\_ How long will you need the sound equipment? \_\_\_\_\_ How many microphones will be needed? \_\_\_\_ Do you plan to use a CD or an audio-tape? \_\_\_\_  
Contact Person for Sound Needs \_\_\_\_\_ Phone (day) \_\_\_\_\_ (night) \_\_\_\_\_

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Are you planning to accept any donations while using the Jones House Property? \_\_\_\_\_

For What Purpose? \_\_\_\_\_

No admission fees may be charged. Collection of donations must have prior written approval of the Executive Director. The sale of any item must be pre-approved by the Executive Director and may not, in any event, be sold for commercial purposes.

**Equipment Needs:** *(Event planners are responsible for moving equipment in and out of the building and will be held financially responsible for any loss or damages. All equipment shall be returned to its original location.)*

Podium \_\_\_\_\_ Chairs (specify number) \_\_\_\_\_

4' Tables (specify number) \_\_\_\_\_ 6' Tables (specify number) \_\_\_\_\_ 8' Tables (specify number) \_\_\_\_\_

- I agree that I am responsible for any damages or losses occurring while the participants in this event are using the property.
- I agree to pay a sound technician appointed by the Executive Director if the Jones House Community Center Sound System is used.
- I agree that I will be responsible for obtaining any necessary permits from the Boone Town Clerk and for notifying the Boone Police Department of any event which would involve leaving the grounds (for example, a walk or march).

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

All planned events taking place on the Jones House Community Center property and grounds must be approved in advance by the Executive Director and the date of approval indicated below:

Executive Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use:**

Deposit Paid \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

Assigned Sound Technician \_\_\_\_\_

Assigned Staff Person \_\_\_\_\_

**Attach the Following to the Form and File in Jones House Usage Notebook:**

\_\_\_ Hold Harmless Agreement (must be filed at least annually or whenever contact person changes)

\_\_\_ Copy of Building Usage form if building is to be unlocked during event

\_\_\_ Complete Schedule of Events (from setup through cleanup) with times and event details

\_\_\_ Copy of all applicable permits

**CONDITION of Grounds following Usage** \_\_\_\_\_

Staff	Signature _____	Date _____	Inspected _____
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Deposit Refunded (amount) \_\_\_\_\_ Date Refund Authorized to Town of Boone \_\_\_\_\_

**Notes:**