



HISTORIC COURTHOUSE RENTAL REQUEST FORM AND AGREEMENT

#1 Hillsboro Street Pittsboro, NC 27312 Phone (919) 542-8200 FAX (919) 542-8272

Applications accepted 9:00am-4:00pm Monday-Friday

The Historic Courthouse (the "Courthouse") is only available to be rented by residents of Chatham County, age 21 years or older.

Deposits are not taken to hold dates.

Name Nicole Hunter Phone (h) 9199674511 (w) 9199674511

Address 205 Lloyd St City Carrboro Zip 27510

Email Address: nhunter@volunteersforyouth.org

Date: please circle M T W **Th** F S Su Month We anticipate beginning in September Day 19th Year 2024

HOURS REQUESTED (2 hour minimum)

From: 6 : 00 AM/PM

To 8 : 30 AM/PM

 A \$200 Non-Refundable rental fee must accompany this Request Form.

 A *\$200 Refundable damage deposit must accompany this Request Form.

(*The deposit will be refunded once checklists by the Sheriff's Office and the County Facilities Department have been completed and returned to the County Manager's Office).

Extra-duty Chatham County Sheriff's Deputies must be used and it shall be the responsibility of the Renter to coordinate and pay for this arrangement with the Chatham County Sheriff's Office @ 919-542-2911. The Sheriff's Office form that provides proof that the renter has made arrangements for an extra-duty deputy must be attached to this form.

Disclaimers

Renters are prohibited from using county AV equipment and shall supply their own.

Food and/or beverages may be served and consumed only if two (2) weeks prior approval is granted by the County Manager. NO COOKING IS ALLOWED IN THE COURTHOUSE OR ITS GROUNDS. All Food and beverages are prohibited on the second level of the Courthouse.

Expected Attendance anywhere from 9-18 Number of those under 18 anywhere from 6-15

Will food be served / catered? Y N If so, name of caterer? _____

Caterer must hold a valid food service permit issued by the Chatham County Health Department

Contact person (must check in with county staff upon start/end of event): Ramiro Rios or Nicolle

Verdin

Details of Rental Activities: Conduct Teen Court sessions, restorative justice circles, and peer sentencing circles.

**AGREEMENT AND RULES AND REGULATIONS
GOVERNING THE USE OF THE COURTHOUSE**

1. For and in consideration of the Renter's being granted the right to use the Courthouse or its grounds, The Renter agrees to:
 - a. RELEASE, ACQUIT, AND FOREVER DISCHARGE the County, its elected officials, employees, and agents from and against any and all claims, losses, damages, or liability (present or future) on account of injuries to person or persons (including death) and/or damage or to destruction of property resulting from, arising out of, or in any way related to or connected with the rental or use of the Courthouse.
 - b. INDEMNIFY, DEFEND, AND HOLD HARMLESS the County, its elected officials, employees and agents, from and against any and all claims, losses, liability, and damages (present and future) and all costs, charges, and fees (including court costs and attorneys' fees) related to or arising out of the use of the rental or use of the Courthouse.
 - c. Pay the County for any damages to the County property or injuries to County employees or agents caused by the Renter or any person in the Courthouse or on its grounds as the guest or invitee of the Renter, regardless of whether such damage is the result of negligence, an intentional act, or an avoidable or unavoidable accident. The Renter who signs this rental request form and agreement is responsible of all damages to the Courthouse and shall bear the responsibility for all damages, reimbursements and replacements for damages to the facility or any of its equipment that results during the rental, or in preparation for, or clean up or take down after the event, including, without limitation that caused by Renter's invitees and guests, and such liability shall in no way be limited by the amount of the damage deposit.
 - d. Provide evidence acceptable to the County, of a minimum of \$100,000 in liability insurance coverage as part of any application that may involve 30 or more persons.
 2. Solicitation and fundraising activities are prohibited in the Courthouse and on its grounds.
 3. Neither the name nor the address of the Courthouse or any other County facility may be used as an address or headquarters of the Renter or any organization affiliated with the Renter. The Chatham County Logo may not be used.
 4. ALCOHOLIC BEVERAGES, illegal drugs, or other controlled substances are prohibited in the Courthouse and its grounds and may not be brought onto, served, or consumed thereon.
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5. Food and/or beverages may be served and consumed only if two (2) weeks prior approval is granted by the County Manager. NO COOKING IS ALLOWED IN THE COURTHOUSE OR ITS GROUNDS. All Food and beverages are prohibited on the second level of the Courthouse.
 6. Tobacco use of any kind is prohibited in the Courthouse. No tobacco products may be used within the building or within fifty (50) feet of the building. It is the responsibility of the Renter to prevent patrons from entering the building while smoking or using tobacco products.
 7. No pets or animals are allowed in the Courthouse or on its grounds, with the exception of service animals.
 8. Weapons are prohibited in the Courthouse and its grounds.
 9. Any Renter who has over 100 guests or invitees may be subject to an additional damage deposit negotiated and coordinated by and at the expense of the Renter.
 10. Extra-duty security will be coordinated by the Chatham County Sheriff's Office and the number of deputies will be based on number of guests and/or special security needs posed by the event.
 11. Any personal items brought into the Courthouse are the Renter's responsibility and must be removed by the Renter. Any such item remaining after the rental will be disposed of by the County.
 12. No decorations, signs, or similar items may be affixed to the walls, floors, or ceiling, or any other part of the Courthouse. Only freestanding and table top signs or decorations are permitted. All decorations or signs must be flame retardant. Open flames (candles, matches, lighters, etc.) are prohibited. At no time shall any of the Renter's furniture, props, costumes or equipment block any access to exits, storage rooms and/or storage cabinets, outer sidewalks or the Courthouse grounds. Storage rooms are for County storage only and may not be used for storage by Renter.
 13. Any infraction of these rules governing the use of the Courthouse shall be sufficient grounds for immediate termination of the rental. The Renter is responsible for enforcing strict adherence to all rules and regulations with respect to the rental.
 14. Rental requests outside of normal operating hours are contingent upon the availability of limited service staff and will be denied if service staff is not available. Rentals can be booked no more than sixty (60) days in advance.
 15. Any request to amend this application must be made at least 7 days prior to the date of rental, and is subject to County approval. This includes but is not limited to changing equipment and times. In the event of a cancellation by the Renter no refund of the deposit will be made. In the event of cancellation by the County, every effort will be made to reschedule the facility at a time mutually agreeable by the County and the Renter.
 16. The Renter shall maintain reasonable care as to the neatness and cleanliness of the Courthouse and its grounds while it is in use by the Renter and/or the Renter's employed and volunteer personnel.
 17. The County will clean and prepare the Courthouse prior to the event. It will be the responsibility of the Renter to see that the facility remains clean during the course of the Renter's event. The County staff will remove trash placed in trash receptacles and maintain sanitary restroom facilities on a daily basis. It shall be the responsibility of the Renter to deposit all trash, food, etc. in a proper receptacle at the end of the event. For an event requiring multiple days, this shall be done at the end of each day.
 18. The Renter shall be responsible for sweeping the areas, rooms, lobby and other spaces. If these areas are not cleaned satisfactorily, the County will clean the Courthouse and the Renter shall forfeit the damage deposit.
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Upon completion of engagement, Renter is responsible for returning all areas to their previous condition.

19. If the County or the Courthouse is closed for public safety reasons, a full refund will be made if the County cancels the rental.

20. Upon full compliance with all the conditions for the rental, the County, subject to applicable charges, if any, deducted from the damage deposit, will issue a refund check via mail, within 2 weeks of Renter's refund request.

21. Renters are prohibited from using county AV equipment and shall supply their own.

22. Under no circumstances shall any explosives, pyrotechnics, or smoke, fog, haze, or bubble generators be used or brought inside the Courthouse or on to its grounds.

23. Renters are required to sell their own tickets to ticketed events, and will not have access to any of the County work areas and/or computers.

24. Maximum capacity in the courtroom of the Courthouse is 239 persons.

25. Maximum capacity on the balcony of the Courthouse is 17 persons.

26. The Renter shall not move any furniture and must return the room to its original condition.

27. The Renter will be responsible for any additional tables and chairs needed for the event.

The undersigned Renter hereby agrees to the terms and conditions set forth above.

This, 28th day of June, 2024

Nicole Hunter, Executive Director, Volunteers for Youth

Name, Title

Nicole Hunter - Executive Director

Upon acceptance by Chatham County the foregoing Historic Courthouse Rental Request Form and Agreement shall become a contract between the Renter and Chatham County.

ACCEPTED:

CHATHAM COUNTY MANAGER'S OFFICE

By [Signature]

This 22nd day of August, 2024

RECEIPT ISSUED: Waived
CHATHAM COUNTY'S FINANCE OFFICE

By [Signature]

\$ 0. Acct # 110 692010 Rent - Waived By BOL 8/19/2024

\$ 0. Acct # 110 331010 Facility Fee Deposits - Waived By BOL 8/19/2024

This 22 day of August, 2024

FOR OFFICE USE ONLY:

Request for Payment has been sent by NA - Waived

This _____ day of _____, 20____

2024-2025 Teen Court Schedule

Each Session will be between the hours of : 6:00 p.m. - 8:00 p.m.
and shall be held on the third thursday of each month

September	Thursday, 19th
October	Thursday, 17th
November	Thursday, 21st
December	Thursday, 19th
January	Thursday, 16th
February	Thursday, 20th
March	Thursday, 20th
April	Thursday, 17th
May	Thursday, 15th
June	Thursday, 19th
July	Thursday, 17th



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/14/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 1400 Eastchester Drive, St 200 High Point NC 27265	CONTACT NAME: Meagan Nadeau PHONE (A/C. No. Ext): 336-346-1394 E-MAIL ADDRESS: Meagan.Nadeau@marshmma.com		FAX (A/C. No): 212-607-6552
	INSURER(S) AFFORDING COVERAGE		
INSURED Volunteers for Youth, Inc. 205 Lloyd St. Suite 103 Carrboro NC 27510	VOLUN-3	INSURER A : Alliance of Nonprofits forInsurance RRG	NAIC # 10023
		INSURER B : Accident Fund General Ins. Co.	12304
		INSURER C :	
		INSURER D :	
		INSURER E :	

COVERAGES

CERTIFICATE NUMBER: 494206605

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			202320727	10/1/2023	10/1/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 20,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			202320727	10/1/2023	10/1/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						OCCUR	\$
							CLAIMS-MADE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	AFWCP100061837	10/1/2023	10/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Improper Sexual Conduct			202320727	10/1/2023	10/1/2024	Limit	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Chatham County
 PO Box 1809
 Pittsboro NC 27312

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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