

Rotary Conference Center – Cost Sharing Use Agreement

The Rotary Foundation of Jacksonville, NC
Rotary Conference Center (RCC)
800 New Bridge Street Jacksonville, NC 8540
www.800newbridge.com
jaxrotaryfoundation@gmail.com
Cost Sharing Agreement: January 2026

1. Purpose of Agreement

The RCC is a mission-driven facility operated by The Rotary Foundation of Jacksonville, NC. Use of the facility is based on **shared operational costs**, not profit-based rental fees.

The User agrees to contribute toward the costs associated with utilities, staffing, wear and tear, janitorial services, and general facility operations.

2. Event Information

Event Date: _____

Event Time: _____ to _____ (includes setup and breakdown)

Time Needed for Decorations / Setup: _____

Purpose of Event: _____

Estimated Number of Attendees: _____

Will alcohol be served or sold? ☐ Yes ☐ No

(If yes, Alcohol Policy and insurance requirements apply – see Section 9)

3. Agreement Acceptance

By signing below, the parties acknowledge and agree to the terms of this Cost Sharing Use Agreement.

The Rotary Foundation of Jacksonville NC Inc Representative

Name: _____

Signature: _____ Date: _____

User / Organization Representative

Printed Name: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

Deposit Amount: \$ _____ Date Paid _____ Total Cost Share \$ _____ Date Paid _____

4. Cost Sharing Contribution

The User agrees to contribute toward shared operational expenses of the Rotary Conference Center based on the selected space, day, and duration of use. These contributions offset utilities, staffing, janitorial services, maintenance, and general facility operations.

Cost Sharing Schedule

(Formatted to mirror original RCC schedule layout, grid-style table. Final document to be issued using the same font as the original RCC agreement.)

Space	Approx. Square Footage	Dimensions	Capacity	Wednesday Contribution	Thursday– Saturday Contribution	2-Hour Express Contribution	Security & Cleaning Deposit
Large Meeting Room	Over 3,600 sq. ft.	47' x 77'	150–555	\$700.00	\$1,000.00	\$500.00	\$350.00

- Contributions are based on a maximum **12-hour use period**, ending no later than **11:00 PM** (events conclude by 10:00 PM).
- All setup, decorating, vendor access, and cleanup must occur within the scheduled time.
- Additional time beyond 12 hours requires approval and additional cost sharing at **\$100 per hour**.
- Express use is limited to 2 hours total, including setup and breakdown.

This contribution is not a rental fee and does not represent profit. All funds are applied solely to support the operation, upkeep, and charitable mission of the Rotary Conference Center.

5. Security Deposit / Cleaning Contribution

A refundable **Security & Cleaning Deposit** is required:

- Deposit will be applied toward cleaning, damage, or excessive wear.
- Any unused portion will be refunded within fourteen (14) days following the event.
- Events serving alcohol require a higher deposit, as determined by RCC.

6. Included Amenities

Cost sharing includes use of:

- Tables and chairs
- Standard room setup and breakdown
- Restroom facilities
- Basic utilities (electricity, HVAC, water)

Additional services or changes outside the agreed setup may result in additional cost-sharing charges.

7. Duration and Access

- Use of the space is limited to a maximum of **12 hours**, ending no later than **11:00 PM**, with events concluding by **10:00 PM**.
- All setup, decorating, vendor access, and cleanup must occur within this time window. • Additional time beyond 12 hours may be approved and will require additional cost sharing.

8. Responsibilities of User

The User assumes full responsibility for:

- Conduct of all guests, vendors, and participants
- Any damage to the building, furnishings, or property
- Leaving the space in the condition it was provided

The User agrees to reimburse RCC for any damages or extraordinary cleaning required beyond normal use.

9. Planning & Changes

- A planning meeting may be required approximately fourteen (14) days prior to the event.
 - Final plans established after this meeting are considered binding.
 - Changes requested after finalization may result in additional cost-sharing charges.
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10. Alcohol Policy (If Applicable)

- Alcohol is not permitted without prior written approval.
 - User must provide a Certificate of Insurance with **\$1,000,000 liquor liability coverage**, naming RCC as additional insured, at least ten (10) days prior to the event.
 - All North Carolina ABC laws must be followed.
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11. Insurance Requirements

The User shall provide proof of Commercial General Liability Insurance with minimum coverage of **\$1,000,000 per occurrence**, naming the Rotary Conference Center and The Rotary Foundation of Jacksonville, NC as additional insured.

12. Cancellations & Rescheduling

- Cancellation must be made at least thirty (30) days prior to the event for refund consideration.
- Cost sharing contributions may be retained to offset administrative and operational costs.
- Rescheduling within sixty (60) days may incur an administrative cost-sharing adjustment.

13. Facility Rules & Policies

User agrees to comply with all RCC policies, including but not limited to: • ADA accessibility compliance

- No smoking or vaping inside or within 50 feet of the building
- Decoration and safety restrictions
- No cooking in the prep kitchen

Violation of policies may result in immediate termination of use without refund.

14. Nondiscrimination Statement

The Rotary Conference Center does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other protected status.
