



Town of Wake Forest

Parks, Recreation and Cultural Resources Department

Guidelines and Policies for Dances Held at PRCR Facilities

These policies and guidelines have been developed to aid in the planning of dances and teen parties held in facilities managed by the Town of Wake Forest Parks, Recreation and Cultural Department. They are intended to ensure the safety and enjoyment of planned events for all participants and to provide staff with complete information regarding the intended use of facilities. **For All Events in this Category (i.e. events where dancing is the primary activity):**

- ☐ Off-duty police officers (WFPD) will be required to be on the premises for the duration of the event (**Teen 13-20yrs Dances**): 1 off-duty officer for every 50 guests. (1-50 guests = 1 officer, 51-100 guests = 2 officers, 101-150 guests = 3 officers, etc.). Additional officers may be required. The renter is responsible for securing and compensating the officer(s). The name of the officer(s) hired must be provided to department staff prior to the event. Contact Jenine Wells (jwells@wakeforestnc.gov or 919-435-9627) to coordinate off-duty police officers. **The director of the department has the authority to require off-duty officers for events as deemed necessary. Requirements for security are done on a case-by-case consideration. The director has the authority to waive this requirement under certain circumstances.**
- ☐ Events may not surpass the maximum occupancy of the area(s) used.
- ☐ Weapons are unlawful on Town property during the course of rental events.
- ☐ The facility must be left in clean condition.
- ☐ Alcohol consumption before or during the event is not permitted.
- ☐ Loitering in parking lots during and after events is not permitted.
- ☐ All forms, permits, requirements, and payments must be received by the Town no less than 10 business days prior to the event.
- ☐ The person that signed the rental agreement must remain on the premises throughout the entire duration of the rental event.
- ☐ The Town of Wake Forest retains the right to end the event when it becomes necessary to do so for reasons of safety or occupancy violations.

Additional Policies for Teen Parties and Dances (i.e. when majority of attendees are under 18 years of age):

- ☐ A list of chaperones must be provided to the Facility Attendant on site.
- ☐ One adult chaperone, age 21 or older, per 10 youth is required.
- ☐ When an attendee leaves the event, they must leave the premises. No attendee may reenter once they have left.
- ☐ All spaces used must be adequately lit at all times to allow staff visibility.
- ☐ Attendees will not be allowed to bring backpacks, duffel bags, and shopping bags into the building. Small handbags or purses are acceptable.

Renter's signature: _____

Date: _____