



## PURPOSE

The Town of Oak Island recognizes the important role that non-profit organizations play in strengthening the community, enhancing the quality of life for residents, and providing vital services and programs. This policy is intended to continue to promote partnerships between the Town of Oak Island and non-profit entities by offering a discounted rate on Town-owned facility rentals. By supporting these organizations, the Town seeks to foster stronger relationships, increase public access to meaningful programming, and ensure lasting benefits to residents of Oak Island.

## POLICY STATEMENT

Eligible non-profit organizations would receive a 50% discount on the rental of designated Town facilities, in accordance with the current fiscal year's adopted fee schedule. This discount reflects the Town's commitment to working collaboratively with non-profits that share in its mission to serve the public good.

## ELIGIBILITY REQUIREMENTS

To qualify for the discounted rate, the organization must:

- Be legally recognized as a non-profit by the Internal Revenue Service, with valid 501(c)(3) status or equivalent.
- Have a connection with the Oak Island community, either through location, active programs, or services benefiting Town residents.
- Use the facility for an event or purpose that aligns with the organization's mission and provides public, educational, charitable, or cultural value to the community.
- Operate in a manner that is non-commercial and non-political in nature during the rental period.

## REQUIRED DOCUMENTATION

All non-profit organizations seeking the discounted rental rate must submit the following documentation at the time of application:

- An up to date IRS Exemption Letter verifying legal non-profit status – if not already on file with the Town of Oak Island.
- A completed Town of Oak Island Non-Profit Rental Application Form – Per event.

## DISCOUNT TERMS

- The discount applies to the base facility rental fee only and does not include charges for additional services such as staffing, security, equipment rental, cleaning fees, etc.
- The discount applies only to uses consistent with the organization's non-profit mission..

## REVOCATION & EXCEPTIONS

The Town of Oak Island reserves the right to deny, or revoke discounted rental privileges if the organization:

- Provides false or misleading documentation.
- Uses the facility in a manner inconsistent with its stated purpose or the public interest.
- Violates Town facility rules, ordinances, or policies.

Exception requests to this policy must be submitted in writing a minimum of **30** days prior to the event.



## Facility Rental Application Non-Profit Agencies

*For Use of Town Facilities at Discounted Rate in Accordance with Current Fiscal Year Fee Schedule.*  
This Facility rental application is for non-profit facility rentals ONLY. Non-profits agencies and all other applicants hosting an event must fill out an Event Application.

### AGENCY INFORMATION ~

Agency Name:			
Contact Name:			
Address:			
City:		State/Province:	
Zip Code:		Phone Number:	
Email Address:			

### FACILITY RENTAL ~ PLEASE REFER TO THE FEE SCHEDULE FOR CURRENT RENTAL RATES ON FACILITIES.

Requested Facility:

<input type="checkbox"/> 801 Event Center	<input type="checkbox"/> Community Center	<input type="checkbox"/> Ocean Education Center
<input type="checkbox"/> Recreation Center Room Rental (Room Name):		
<input type="checkbox"/> Middleton Park Amenity (Amenity Name):		
<input type="checkbox"/> Splash Pad	<input type="checkbox"/> Kevin Bell Skate Park	<input type="checkbox"/> Nature Center
<input type="checkbox"/> Bill Smith Park Amenity (Amenity Name):	<input type="checkbox"/> Oak Island Par 3	
<input type="checkbox"/> Picnic Shelter (Park Name):		

### RENTAL DETAILS ~

Date(s) of Requested Use:			
Start Time:		End Time:	
Brief description of facility usage:			

### CERTIFICATION AND ACKNOWLEDGMENT ~ BY SIGNING BELOW, I UNDERSTAND THAT:

- An IRS Exemption Letter has been submitted with the application or on file with the Town.
- The event or activity aligns with the organization's mission and benefits the community.
- The discount applies to facility rental fees only and does not include fees for additional services.
- I agree to comply with all Town of Oak Island facility policies and rental requirements.

Applicant Signature:		Date:	
Staff Signature:		Date:	

Exemption Letter Received/On File?

Approved: ☐ Yes ☐ No