

## Procedures for SSCA Property Reservations

March 2026

1. If an SSCA member wishes to reserve an SSCA property for a private event, the first step is to confirm the property is available for the proposed date by contacting the SSCA office at 252-261-8617 or [ssca@obxbeach.net](mailto:ssca@obxbeach.net). After that, the SSCA member should submit a Property Reservation Agreement form, which will specify the desired SSCA location, date(s), times, purpose of gathering, and anticipated number in attendance. The form must be signed by the SSCA member requesting to reserve the property and include his or her contact information. The form is available on the SSCA website at [sscaobx.org](http://sscaobx.org). Only current SSCA members may reserve SSCA properties.
2. SSCA-sponsored events, including club events, are not required to complete the reservation form or provide a rental fee or damage deposit. However, these events are subject to SSCA rules, oversight, and scheduling.
3. The Property Reservation Agreement form must be accompanied by a check for a \$250 refundable deposit and a separate check for the non-refundable fee along with evidence of a Special Event General Liability Policy in the amount of \$1,000,000 or greater, naming SSCA as additional insured. Liquor Liability coverage must be included if alcohol will be available at the event.
4. Requests should be made at least 30 days in advance of the anticipated event but can be accepted at any time, based on availability.
5. In the event of multiple requests to reserve a specific property on the same date, the first completed agreement received and approved will be granted permission to use the property.
6. The SSCA Office Assistant will confirm completeness of data and requirements, and will be responsible for approval of the request, in most cases.
7. All Terms and Conditions, as set forth in the SSCA Property Reservation Agreement form, must be met before final approval is granted by the Office Assistant. Any exceptions to these criteria must be approved by the Board before granting permission to use a property.
8. Once the event is approved, the SSCA Office Assistant will post the event on the office calendar and the SSCA website calendar. The Office Assistant will also notify the appropriate Board Member (the Director who is responsible for the desired SSCA property) of the date and time of the event.
9. All applicants are advised that clean up and removal of all trash or other debris associated with the event is required at the conclusion of the event for the deposit monies to be refunded. Trash may not be left outside of the SSCA trash cans. Any overflow, more than the bins can accommodate, must be removed from the property for disposal.
10. After the event's completion, the SSCA Office Assistant will follow up with the appropriate Board Member. The Board Member will expeditiously inspect for any damage resulting from the event and confirm in his or her discretion that the SSCA property is clean of all trash or other debris associated with the event.

## SSCA Property Reservation Terms and Conditions

1. Property Reservations can be made year-round for the North Marina Pavilion, Soundview Park and Sea Oats Park. The SSCA will block its calendar for property reservations and will not book conflicting reservations. The SSCA will make available to the member making the reservation a "Reserved" sign for the property or member may bring their own "Reserved" sign. The SSCA cannot guarantee exclusive use of a venue, as SSCA properties and parks are open to all SSCA members, even if there is an event in progress. The exception to this is the North Marina Pavilion building which will be for the exclusive use of the event participants (building only and not the grounds).
2. Commercial use of any SSCA property is prohibited. Exceptions may be made on a case-by-case basis by the Board of Directors based on the benefit to the community and the SSCA.
3. Any exceptions to the above procedures should be sent to the Board of Directors for approval.
4. The event must be for the sole purpose stated on the Property Reservation Agreement. The SSCA Board of Directors reserves the right to determine the suitability of any proposed event on a case-by-case basis in its discretion.
5. A rental fee, which is in addition to the refundable \$250 deposit, must accompany the Property Reservation Agreement form; the request will not be approved before the rental fee and deposit are received. The \$250 damage deposit will be refunded/returned after a favorable inspection of the property following the event. Please provide a separate check for the damage deposit. The Rental Fee is based on the size of the event:
  - **Less than 25 people:** \$100 rental fee plus \$250 refundable damage deposit
  - **25-100 people:** \$200 rental fee plus \$250 refundable damage deposit
  - **More than 100 people:** \$300 rental fee plus \$250 refundable damage deposit
6. A Special Event General Liability Policy in the amount of no less than \$1,000,000, naming SSCA as additional insured, must accompany the Property Reservation Agreement form. Liquor liability coverage must be included if alcoholic beverages are provided at the event. The request will not be approved before evidence of the Liability Policy is received.
7. In the event of damaged property, the Office Assistant, promptly after notification by the Board Member, will contact the member listed on the Property Reservation Agreement advising of damage and that the \$250 deposit will not be returned. At the direction of the Board, the Office Assistant will then file a claim against the SSCA member's Special Event General Liability Policy, if warranted.
8. If trash or other debris associated with the event is not removed as stipulated in the SSCA Reservation Agreement and requires removal by the SSCA, the \$250 deposit is not refundable.
9. During approved events, parking monitors will be notified not to ticket cars without an SSCA decal. For any event that is not approved, vehicles without SSCA decals may receive parking citations and/or be subject to towing.
10. Due to the danger to wildlife and in consideration of the environment, all balloons (including helium balloons) are banned from SSCA properties.
11. All events must conclude by 10pm in accordance with the Town of Southern Shores noise ordinance.

## SSCA Property Reservation Agreement

Property Requested:  North Marina Pavilion  Soundside Park  Sea Oats Park

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Estimated Number in Attendance: \_\_\_\_\_

Purpose: \_\_\_\_\_

I am a current member of the SSCA and request permission to use the above listed property on the above listed date for the purpose specified. I have read and agree to comply with the SSCA Policy and Procedure governing SSCA Property Reservations, including the Terms and Conditions. I understand that reservations do not guarantee exclusive use of venue, except for the North Marina Pavilion building only; otherwise, all SSCA properties are open to the use of SSCA members even during an event. I also understand that venues are in "as is" condition, and the SSCA offers no warranties of condition of venue.

### I AGREE THAT I WILL:

1. Enclose separate checks for rental fee and damage deposit, in accordance with the following schedule:
  - a. **Less than 25 persons:** \$100 rental fee plus \$250 damage deposit
  - b. **25-100 persons:** \$200 rental fee plus \$250 damage deposit
  - c. **More than 100 persons:** \$300 rental fee plus \$250 damage deposit  
(\$250 Damage Deposit will be refunded after a favorable post-event inspection of the property.)
2. Obtain a Special Event General Liability Policy in the amount of no less than \$1,000,000 naming Southern Shores Civic Association, Inc. as an additional insured. Liquor Liability coverage must be included if alcoholic beverages, including beer and/or wine, are provided.  
Please indicate below if alcohol will be at the event:  
\_\_\_\_ YES  
\_\_\_\_ NO
3. Be responsible for any damages that occur to the property.
4. Clean up and dispose of all trash or other debris associated with this event. Any overflow trash that does not fit in bins must be removed from the SSCA site.
5. Remove all personal items from the SSCA site. Anything not removed will be disposed of after 7 days.
6. If curtains are lowered at the pavilion, they are to be rolled back up when dry.
7. Not hold the SSCA liable for any injuries or mishaps which may occur to me or my guests at this event and waive any claims arising out of the event.
8. Comply with applicable laws and ordinances and not engage in illegal activity.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Your Southern Shores Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone and Email: \_\_\_\_\_

***Please return the completed form with a copy of your Special Event General Liability Policy and appropriate checks made payable to SSCA by mail to SSCA, 5377 North Virginia Dare Trail, Southern Shores, NC 27949 or in person to 13 Skyline Road.***

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| <b>Office use only:</b> Date Application Received: _____ Copy of Event Policy Attached: Yes _____ No _____<br>Deposit Check Received: Yes _____ No _____ Date Check Received: _____ Check # _____<br>Date Approved: _____ Processed By: _____ Date Deposit Returned: _____ |
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