**GLENNIE BENNETT COMMUNITY CENTER**

**207 HIGHWAY 145 WEST**

**MORVEN, NC 28119**

**RENTAL POLICY**

**GLENNIE BENNETT COMMUNITY CENTER** is a county facility, receiving State and Federal funds. Regulations state that religious services will not be allowed at this facility.

A deposit is required for all to protect the center against damage. The deposit is refundable if the building, after inspection by the Director or designee is in satisfactory condition. The set donation rental fee of $100 plus a refundable deposit of $50 for most activities is required. There is also an additional $25 fee for the use of the kitchen area. All deposits and fees must be paid two weeks prior.

1. All events or activities will be monitored by the director or staff member to verify that a party has no more that 50 people in attendance, due to the fire standards. The only room that will be available to rent is the large room with tables and chairs. All other rooms with the exception of the bathroom and kitchen are off limits for public use.
2. A deposit must be secured to cover damages and abuse of this policy. The deposit **will be** **forfeited** if the policy requirements are not met during the event or activities.
3. All requests can be denied or approved by the Town Clerk.
4. All request can be made at least thirty days prior to the activity.
5. Any damages or theft will be deducted from your deposit and if the damage or theft exceeds the deposit the liability becomes the responsibility of the requester within ten (10) working days. If payment of exceeded damages or theft are not paid within ten (10) days, if will be forwarded to the Small Claims Court.
6. The requester is responsible for the following:
7. Facility must be cleaned, table and chairs arranged as found, bathroom cleaned, floors mopped.
8. All trash must be removed and placed in the trash bend.
9. Must supply own toiletries, paper towels, condiments and trash bags.
10. The time frame for all functions is eight hours which includes set up and clean-up.
11. There will be a for service agency meeting or functions.
12. **NO** alcoholic beverage
13. **No** loud music
14. **No** smoking or profanity allowed
15. If you are issued a key, you are responsible for returning the key after the event to the Town Clerk during normal business hours which are Monday thru Friday 9am to 4pm or place the key into the drop box slot located at the front of the Morven Town Hall. Should the key be lost, misplaced or stolen there will be a $20.00 fee assessed.
16. A rental fee of **$100** and a deposit of **$50** is required for all activities.
17. **THERE WILL BE NO FOOD COOKED OR HEATED ON THE HOT BAR AT THE CENTER; THE STOVE CAN NOT BE USED BECAUSE OF LIABILITY REASONS. GAS AND/OR CHARCOAL GRILLS CAN NOT BE USED ON THE OUTSIDE.**

I acknowledge that I have received and read this rental/usage policy agreement.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Clerk

GLENNIE BENNETT COMMUNITY CENTER

RENTAL/USAGE CONTRACT

DATE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF RENTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT INFORMATION:

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to adhere to all provisions of the Glennie Bennett Community Center Rental/Usage Policy. I understand the provisions may be amended at any time by the Director or the Town Clerk.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED \_\_\_\_\_\_\_ DISAPPROVED \_\_\_\_\_\_\_\_\_\_

DEPOSIT REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_\_\_ AMOUNT RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF TOWN CLERK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_

**NOTE: BUILDING MUST BE LEFT AS FOUND. IF A DEPOSIT IS NOT REQUIRED AND THERE IS DAMAGE *YOU WILL NOT BE ELIGIBLE* TO USE THE FACILITY AGAIN.**