



Town of Oakboro Community Building Rental

DATE: _____

TO: Community Building Renters

FROM: Whitney Mackey, Town Clerk

Please take the following items with you when renting the Community Building:

* Paper Towels

* Toilet Tissue

* Trash Bags

* Cloth Towels (for cleaning)

Also, please be sure.....

- ✓ To use one container inside the building for all trash and at clean up time, place in outside dumpster.
- ✓ That the bathrooms are clean and the floors are mopped.
- ✓ To observe how the tables are placed. They are placed in a safe manner for our senior citizens. Please place them back accordingly.
- ✓ To not use the coffee pot or the warmer. They do not belong to the Town of Oakboro.
- ✓ To not leave doors open for long periods of time.
- ✓ To turn all lights out and leave the building in great condition to be used by the next participants.

**NO DRUGS OR ALCOHOL ARE ALLOWED
ON THE PREMISES**

**RENTERS WILL BE HELD RESPONSIBLE FOR
ANY DAMAGES OCCURRING TO THE BUILDING
OR ITS CONTENTS.**

**THANK YOU FOR RENTING THE COMMUNITY BUILDING
AND WE HOPE YOU HAVE AN ENJOYABLE TIME!**