



Community Building Rental Agreement

Office Use

• Facility Requested •

- Long Street Community Building
- District Park Community Building

Today's Date: _____

Date of Event: _____

Time: All Day Hours: _____

Renter's Name: _____

Event: _____

Address: _____

City: _____ State: _____ Phone: _____

I/We will leave the shelter/area as clean as possible & understand that we are the responsible party while on the premises & will follow the attached rules.

(Signature)

Amount Paid for Rental: _____ Cash

Amount Paid for Deposit: _____ Check Card

Date: _____ **TOTAL PAID:** _____

Community Bldg Refund \$ _____

Code: 20-6130-3904

- Mail Pickup

Town Employee _____

Town of Oakboro ~ Parks and Recreation Department

Facilities Rental Agreement



District Park

- *NEW* Community Building (Indoor space for capacity up to 160; full kitchen)

Long Street Park

- Community Building (Indoor space for capacity up to 60; full kitchen)

General Oakboro Parks and Recreation Rules and Ordinances

- Alcoholic beverages and tobacco products of any kind are prohibited on any town and park property
- No profanity or disorderly conduct allowed
- No motorized vehicles beyond designated parking areas
- All pets must be on leash and picked up after
- All children must be supervised by an adult
- No signs or advertisements except by special permit
- Additional general and specific park rules attached

□ FOR DISTRICT PARK COMMUNITY BUILDING

- NO DRUGS OR ALCOHOL ARE ALLOWED ON THE PREMISES
- RENTERS WILL BE HELD RESPONSIBLE FOR ANY DAMAGES OCCURING TO THE BUILDING OR ITS CONTENTS.

To ensure that you get your deposit back, please make sure that these rules are followed:

- Take cloth towels (for cleaning supplies).
- Use one container inside the building for all trash and at clean up time, place in outside dumpster.
- **Make sure the bathrooms are clean** and the floors are swept/mopped.
- Sweep/Mop all floors (Floors should not be sticky)
- Place tables & chairs back in the closet.
- Do not leave doors open for long periods of time.
- Turn all lights out and leave the building in great condition to be used by the next participants.
- Set thermostats back to 76 A/C – 70 Heat

▪ **BUILDING TO BE INSPECTED BY PARK DIRECTOR BEFORE REFUND WILL BE GIVEN**

□ FOR LONG STREET COMMUNITY BUILDING

- NO DRUGS OR ALCOHOL ARE ALLOWED ON THE PREMISES
- RENTERS WILL BE HELD RESPONSIBLE FOR ANY DAMAGES OCCURING TO THE BUILDING OR ITS CONTENTS.

To ensure that you get your deposit back, please make sure that these rules are followed:

- Take paper towels, toilet tissue, trash bags, cloth towels (for cleaning supplies).
- Use one container inside the building for all trash and at clean up time, place in outside dumpster.
- **Make sure the bathrooms are clean** and the floors are swept/mopped.
- Sweep/Mop all floors (Floors should not be sticky)
- Tables & chairs are in a certain way for our seniors. Please return them to the same way you found.
- Do not leave doors open for long periods of time.
- Set thermostats back to same as they were.
- Turn all lights out and leave the building in great condition to be used by the next participants.

▪ **BUILDING TO BE INSPECTED BY PARK DIRECTOR BEFORE REFUND WILL BE GIVEN**



Community Building Rental Agreement

Today's Date:	_____	Time: <input type="checkbox"/> All Day <input type="checkbox"/> Hours: _____
Date of Event:	_____	

Renter's Name: _____

Event: _____

Address: _____

City: _____ State: _____ Phone: _____

I/We will leave the shelter/area as clean as possible & understand that we are the responsible party while on the premises & will follow the attached rules.

_____ (Signature)

Office Use

• Facility Requested •

- Long Street Community Building
- District Park Community Building

Amount Paid for Rental: _____ Cash

Amount Paid for Deposit: _____ Check
 Card

Date: _____ **TOTAL PAID:** _____

Community Bldg Refund \$ _____

Code: 20-6130-3904

- Mail
- Pickup

Town Employee _____



Community Building Rental Agreement

Today's Date:	_____	Time: <input type="checkbox"/> All Day <input type="checkbox"/> Hours: _____
Date of Event:	_____	

Renter's Name: _____

Event: _____

Address: _____

City: _____ State: _____ Phone: _____

I/We will leave the shelter/area as clean as possible & understand that we are the responsible party while on the premises & will follow the attached rules.

_____ (Signature)

Office Use

• Facility Requested •

- Long Street Community Building
- District Park Community Building

Amount Paid for Rental: _____ Cash

Amount Paid for Deposit: _____ Check
 Card

Date: _____ **TOTAL PAID:** _____

Community Bldg Refund \$ _____

Code: 20-6130-3904

- Mail
- Pickup

Town Employee _____



Community Building Rental Agreement

Today's Date:	_____	Time: <input type="checkbox"/> All Day <input type="checkbox"/> Hours: _____
Date of Event:	_____	

Renter's Name: _____

Event: _____

Address: _____

City: _____ State: _____ Phone: _____

I/We will leave the shelter/area as clean as possible & understand that we are the responsible party while on the premises & will follow the attached rules.

_____ (Signature)

Office Use

• Facility Requested •

- Long Street Community Building
- District Park Community Building

Amount Paid for Rental: _____ Cash

Amount Paid for Deposit: _____ Check
 Card

Date: _____ **TOTAL PAID:** _____

Community Bldg Refund \$ _____

Code: 20-6130-3904

- Mail
- Pickup

Town Employee _____