

Rental Agreement

Office Use

Today's Date: _____	Time: <input type="checkbox"/> Sunrise-1pm
Date of Event: _____	<input type="checkbox"/> All Day <input type="checkbox"/> 1:30pm-Sunset

• Facility Requested • <input type="checkbox"/> Boxcar <input type="checkbox"/> Caboose <input type="checkbox"/> Engine <input type="checkbox"/> Freight <input type="checkbox"/> Railcar <input type="checkbox"/> Amphitheater <input type="checkbox"/> Community Building <input type="checkbox"/> Field _____ <input type="checkbox"/> *NEW* Community Building	<div style="background-color: yellow; padding: 5px;">Flyer Made</div> <input type="checkbox"/>
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Renter's Name: _____

Event: _____

Address: _____

City: _____ State: _____ Phone: _____

Amount Paid: _____ Cash

Date: _____ Check

Card

IF RENTING A SHELTER, WHAT WOULD YOU LIKE THE RESERVED SIGN TO SAY?

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)

Community Bldg Refund \$ _____
 Code: 20-3613-4302
 Mail Pickup

Town Employee _____

Town of Oakboro ~ Parks and Recreation Department
Facilities Rental Agreement



Oakboro District Park

- Picnic Shelter
 - Boxcar (6 picnic tables near park entrance)
 - Engine (6 picnic tables in front of amphitheater)
 - Railcar (6 picnic tables across from back parking area)
 - Caboose (6 picnic tables between maintenance bldg. & pond)
 - Freight (4 picnic tables in front of amphitheater parking lot)
- Amphitheater
- Ballfields
 - Baseball/Softball Field A
 - Baseball/Softball Field B
 - Football/Soccer Field
- *NEW* Community Building

Long Street Park

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

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

TO: Community Building Renters

FROM: Town of Oakboro

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 OCCURING TO THE BUILDING OR ITS CONTENTS.

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

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