



COMMUNITY CENTER RENTAL AGREEMENT

Name of Renter: _____

Company Name: _____

Phone Number: _____

Email Address: _____

Purpose of Rental: _____

Date of Rental: _____

Time of Rental: _____

(You will have access for set up 1 hour prior and 30 minutes after above rental times)

Rental Fee: _____

(Cash, Money Order, Credit Card or Check payable to Town of Micro)

Security Deposit*: \$150.00

(Must be on Credit Card) Please note that if anything is damaged, the entire security deposit will be retained. Please be further advised, that should the cost of the damage exceed the security deposit, any additional monies owed will be charged to your credit card. (_____)Initial

Security Deposit is due upon booking of event. Rental fees are due no later than 15 business days prior to the event.

RULES (Please Read Carefully)

- Rental includes meeting room, bathrooms and kitchen. A total of ten (10) 8' tables and 80 chairs will be provided. Renter is responsible for providing table clothes/covers for all tables. Tables cannot be used without being covered.
- Any equipment not working, any damage found, or should the building found to be unclean prior to the start of the event, the renter is responsible to report this immediately upon entering the building and discovering the issue.
- No tape, tacks, nails, staples or any substance is to be used to secure any item(s) on the walls, ceiling or any part of the building premises. There is to be no confetti or glitter.
- No food or beverage is to be left in the refrigerator by the renter. Heating tower, refrigerator and microwave are available. Trash bags are provided. The kitchen must be left clean. All trash must be emptied and placed in garbage bins. If kitchen is not left clean and garbage removed, you will be charged a \$75.00 cleaning fee, which will be taken from your security deposit.

- No illegal activities are allowed on the premises. No activities should be loud enough to disrupt the neighborhood or cause any damage to the building or surrounding grounds in any manner. Proper and respectful language should be used while on the premises.
- Pets are not allowed inside the building, unless approved by ALCC with exceptions for the visually impaired.
- **NO FIREARMS, CONCEALED WEAPONS OF ANY SORT, NO ILLEGAL SUBSTANCES OR ALCOHOL ARE ALLOWED AT THE TOWN OF MICRO COMMUNITY CENTER.** If sheriff is called out to facility and The Town of Micro is notified, the renter and their attendees will be asked to leave the property immediately and no refund will be issued.
- Absolutely no smoking inside the building.
- Violations of any of these rules will constitute a request for the parties, in contract, to leave the premises and terminate any future rental of the Town of Micro Community Center, unless reviewed by its Board and approved.

TERMS AND CONDITIONS

- Reservations should be made 30 days in advance of the event date. When the rental date is booked and confirmed, notification and contract will be provided to the renter. Security deposit is required to be paid in full at the time of the booking. Rental fees are due in full no later than 15 business days prior to the event.
- Should a date be requested and be available less than the 15 business days as listed above, all fees (security and rental) are due at the time of the booking.
- The security deposit will be refunded after the premises have been inspected by the Town of Micro staff/agents and it has been noted that no damage has been incurred and that the facility has been left cleaned.
- Notice of cancellation or change of date must be received 10 business days prior to the booked date. Failure to cancel at least 10 business days prior to the event date or a no show will result in forfeiture of the rental fee.
- If the renter cancels their event 10 days (business) prior to its date, all money is refunded. Considerations will be subject by the Board, in lieu of unnatural and/or weather-related causes and effects for which the building would not be accessible.
- Renters and guests will hold the Town of Micro harmless for any personal injury or property damage incurred while on the premises due to any activity of renter or guest.
- ALL RETURNED CHECKS WILL INCUR A \$25.00 RETURN FEE.

Please sign, copy and return this executed contract at least 30 days in advance. Security deposit is due upon execution of this contract. *Rental fees are due 15 business days in advance of the event. You may come to the Micro Public Works Building in person Monday – Friday or you may call to pay the security deposit to place a hold on your desired date and times.

Attn: Yiecenia Joyner
 Town of Micro
 PO Box 9
 Micro, NC 27555
 919-284-2572

(Your rental date will be secured when security deposit payment has been received)

Name of Renter: _____

Signature of Renter: _____

Date: _____

Rental Fees:

Monday – Thursday	\$75.00* Per Hour with 2 Hour Minimum	Plus, Refundable Security Deposit of \$150 **
Friday or Sunday	\$90.00* Per Hour with 3 Hour Minimum	Plus, Refundable Security Deposit of \$150 **
Saturday	\$100.00* Per Hour with 4 Hour Minimum	Plus, Refundable Security Deposit of \$150 **

*We offer a 10% discount on hourly rates for non-profits, active military and veterans. Non-Profits must provide paperwork showing non-profit status. Additionally, military/veteran discounts will be provided only to person that is renting the facility.

**Security Deposit is Fully Refundable upon confirmation there is no damage, and the facility is left in the clean condition it was found. If the facility is not cleaned as required, a \$75.00 cleaning fee will be retained from the security deposit.

Office Use Only

Contract Sent: _____

Contract Received: _____

Fee Received: _____

Building Inspected: _____

Deposit Returned: _____