



Application Date: _____
Thirty-Day Cancellation Date: _____

Rental Date Requested: _____ Day of the Week _____
Reservation Time Period Requested (must include setup and cleanup time): _____
Time of Entry: _____ Time of Departure: _____
Total Hours: _____
Space(s) to be used: _____ Auditorium _____ Cafeteria _____ Conference Room _____ Classroom _____
Gymnasium _____ Field _____ Party Room _____
Parking Area Only _____
Purpose of Rental: _____

Name of User Organization (if applicable): _____
Contact Person (Responsible Individual): (Please Print) _____
Name: _____ Daytime Phone (w/area code) _____
Address: _____ Mobile Phone (w/area code) _____
City, State Zip _____
Email: _____

Hourly rate includes one custodian		SECURITY DEPOSIT		Total Fee
		Non-Refundable Reservation Deposit	Refundable Cleaning Deposit	
Auditorium	\$200.00 first 3 hrs \$25 each after	\$50.00	\$50.00	\$
Cafeteria	\$60.00/hr	\$50.00	\$50.00	\$
Conference Room	\$50.00/hr	\$50.00	\$50.00	\$
Classroom	\$50.00/hr	\$50.00	\$50.00	\$
Gymnasium	\$75.00/hr	\$50.00	\$50.00	\$
Fields (Daytime)	\$50.00/hr	\$50.00	\$50.00	\$
Party Room	\$60.00/hr	\$50.00	\$50.00	\$
Additional Custodians if required at a rate of \$15/hr _____ # of custodians				\$
Security at a rate if required of \$20/hr _____ # of security personnel				\$
Technical Coordinator if required at a rate of \$20/hr _____ hrs				\$

Grand Total: \$

Total Security Deposit totaling \$ _____ is required at time of rental request: \$

Balance Due 24 hours prior to time of entry: \$

Acceptable forms of payment are cash or money order made payable to Creeky Development Corporation
Cleanup Deposit refunded if facility is free of debris and no damage has occurred at the conclusion of the rental time.

TO BE COMPLETED BY FACILITY RENTAL COORDINATOR

Comments/Special Instructions: _____

Attachments: \$ _____ Security Deposit _____ Insurance Policy _____ 501(c)(3) Verification _____
Funeral Package Price Approved _____ 10% Off Initial 3 hour rental price

____ Approved
____ Denied

____ Approved
____ Denied

Facility Director _____ Date _____ Creeky Center Executive Board Chair _____ Date _____

Geneva Squire, Facility Rental Coordinator
Creeky Development Corporation

759 Perdue Hatchery Road * Murfreesboro, NC 27855*(252) 578-6654 * squiregn@gmail.com

SECURITY DEPOSIT: A \$ _____ (cash or money order made out to Creek Development Corporation only) security deposit (inclusive of a non-refundable reservation deposit of \$50 and a \$50 refundable cleaning deposit) is required at the time of the rental request in order to hold the requested date. The security deposit will be returned within two weeks after the rental date providing all the rules and regulations set forth in this form are followed. Any violation(s) of the rules and regulations set forth in this form will result in the withholding of the security deposit, and the renter will be billed for the balance if necessary. The Rich Square W.S. Creecy Community Center's Executive Board will make the determination of withholding all or part of the security deposit due to a violation of rules and regulations.

INITIAL _____

CANCELLATION: If the renter cancels their rental request before thirty (30) days prior to the rental date, the renter will be reimbursed their security deposit minus a \$50 administrative fee. If the renter cancels their rental request on or within thirty (30) days of the rental date, the renter forfeits their entire security deposit and rental fee. Cancellations due to extreme circumstances such as death will be considered by the Creecy Center's Board. **INITIAL** _____

SECURITY GUARD: A Security Guard must be present for the entire duration of any function in the Community Center when required. The hiring of the Security Guard will be coordinated by the Rich Square W.S. Creecy Training & Community Center Facility Director. The Security Guard, if required, must be present from the moment guests arrive until the end of the reservation period. The cost of the Security Guard is \$20.00 per hour and must be paid in cash by the renter at the end of their function. The cost of the Security Guard is subject to change without notice. Any renter that attempts to have alcohol present will risk having their event shut down with no reimbursement of rental fees or deposits.

INITIAL _____

RULES AND REGULATIONS

1. RENTER RESPONSIBILITY: The undersigned renter shall be at least 21 years of age and shall be legally responsible for compliance with all articles of this rental request, and for any damages to the Rich Square W.S. Creecy Training & Community Center property as a result of the usage covered by this rental request form. The undersigned renter shall be present at all times during the reservation period. **No reservations will be taken on behalf of a second party. No sub-renting is allowed without the express consent of the authorized staff of the Rich Square W.S. Creecy Training & Community Center.** **INITIAL** _____

2. HOURS: Rental of the Community Center is limited to the following designated times only unless otherwise pre-approved by the Rich Square W.S. Creecy Training & Community Center Executive Board:

INITIAL _____

Friday/ Saturday –10:00 am until 12:00 am	Renter must vacate by 1:30 am
Sundays/Holidays – 11:00 am until 8:00 pm	Renter must vacate by 9:30 pm
Weekdays –9:00 am until 9:00 pm	Renter must vacate by 10:30 pm

3. DECORATIONS: The renter is responsible for informing decorators of the following guidelines. All rooms may be decorated with any theme or color with the following restrictions. Absolutely no decorations may be attached to any drywall, metal, or wood surface. No decorations are allowed on the ceiling. Confetti and/or glitter are not allowed. Taper candles, party torches, luminaries, and/or lanterns are not allowed. **In addition, the Rich Square W.S. Creecy Training & Community Center Facility Director or Executive Board reserve the right to request that any decorations that are deemed**

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Creek Development Corporation*

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offensive, gang affiliated, discriminatory against any group or individual, present a safety/health risk or are otherwise inconsistent with use of the Rich Square W.S. Creecy Training & Community Center facility be removed. **INITIAL** _____

5. **SET-UP:** The Renter is responsible for assembling and disassembling all tables and chairs. All tables and chairs must be handled carefully and gently. **DO NOT DRAG THE TABLES OR CHAIRS ACROSS THE FLOOR.** Part of the security deposit will be withheld for drag marks, in any room. Each room should be returned to its original set up. Tables and chairs may not be removed from the building. **INITIAL** _____

6. **ADDITIONS:** Any items such as tables, chairs, large or unusual decorations. that the renter would like to bring into or around the Community Center must be approved in advance by the Rich Square W.S. Creecy Training & Community Center Facility Director and/or Executive Board. **INITIAL** _____

7. **CLEAN UP:** Renter is responsible for cleaning the rooms rented. Rich Square W.S. Creecy Training & Community Center will provide garbage cans and garbage bags for the convenience of the Renter. Renter must complete the following clean up: 1) Clean off all tables and wipe them down. 2) Clean up any food and/or drink spills. 3) Carefully take down Decorations. 4) Wipe all serving line counters. 5) Dispose of all trash items in the dumpster provided outside of the kitchen door. 6) Check bathrooms so they are left in the same condition they were at the beginning of the event -- pick up all paper towels, flush all toilets, and turn off all lights. 7) Check in the building and around the grounds around the Community Center and parking lot where guests might have dropped cups, cans, and other debris. 8) Remove all signs to direct guests to the Community Center. 9) Leave the Community Center and grounds in the condition the renter found them. 10) Turn off all room lights. **INITIAL** _____

8. **COMMUNITY CENTER PROPERTY:** If renter uses any part of the building that was not rented in advance, renter will be charged for the unpaid use. **INITIAL** _____

9. **ALCOHOL:** Renter may NOT provide alcohol in the Rich Square W.S. Creecy Training & Community Center buildings or grounds. Any function providing or allowing the consumption of alcohol will risk having the function shut down without reimbursement of any fees and deposits. **INITIAL** _____

10. **DRUGS AND OBSCENITIES:** Absolutely NO drugs of any kind are allowed in the buildings of the Community Center or on the grounds of Rich Square W.S. Creecy Training & Community Center. Renter is responsible for the overall behavior of all guests during the reservation period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of drugs or obscenities may result in the person(s) and or entire function being asked to leave the premises. **INITIAL** _____

11. **FOOD, DRINKS & COOLERS:** Consumption of food and/or drinks in the auditorium is prohibited. Renter may not sit a cooler on the wooden floor. Coolers may only be sat on the tile floor, provided an absorbent material and a sheet of plastic is placed underneath the coolers to catch any moisture. **INITIAL** _____

12. **SMOKING:** The Rich Square W.S. Community Center is a **smoke free** facility inclusive of the buildings and grounds. **INITIAL** _____

13. **DELIVERIES:** All deliveries of food, drinks, cakes, and/or decorations must be made during the reservation period at the Community Center. The Rich Square W.S. Creecy Training & Community

Center and its employees are not responsible for any items delivered ahead of schedule or left behind after the function. **INITIAL _____**

14. TICKETS: No ticket selling, admission charges or donations may be solicited without prior rental approval. All promotional material must have the event organizer clearly designated on the Creecy Center's logo and likeness must not be larger than the logo and/or name of the event promoter/organizer. **INITIAL _____**

15. ANIMALS: Absolutely no animals or pets of any kind are allowed in or around the Community Center without prior approval by the Rich Square W.S. Creecy Community Center prior to the reservation period. (Service animals are the only exception) **INITIAL _____**

16. SOUND AMPLIFICATION AND MUSIC: Music including amplified sound will be permitted providing the sound from such activity does not exceed the level of 65 decibels within 150 feet of the building. Renter is responsible for receiving all noise ordinance clearance from the city of Rich Square and/or the Northampton County Sheriff's department **INITIAL _____**

The undersigned, herein named RENTER, acknowledges that neither the Rich Square W.S. Creecy Training & Community Center, nor the Creek Development Corporation is responsible for loss, damages, or injury, which occurs to any person or thing as a result of the usage, covered in this Rental Request Form.

Any damage to furniture, fixtures, walls, floors, ceilings, doors, mirrors, tabletops or other property shall be the sole-responsibility of the Renter.

Renter shall be responsible for all actions and inactions of its guests, agents, caterers or any third-party present at the Community Center. By executing this Agreement, Renter agrees to unconditionally indemnify and hold harmless the Rich Square W.S. Creecy Community Center and the Creek Development Corporation and any of its directors, employees, principals and agents for any liability incurred and/or claims made as the result of any acts, directly or indirectly, of Renter, its guests, agents, caterer or other third-parties, related, in any way to the rental of the Community Center's buildings and/or grounds, and to hold the Rich Square W.S. Creecy Community Center and Creek Development Corporation harmless from any such liability or claims

I hereby agree to comply strictly with and be legally responsible for all the Rules and Regulations of the Rich Square W.S. Creecy Community Center and Creek Development Corporation included in this agreement.

PRINT FULL NAME: _____

SIGN FULL NAME: _____ DATE: _____

This contract is not valid until it is signed by the Rich Square W.S. Creecy Training & Community Center Facility Rental Coordinator or other authorized agent of Creek Development Corporation AND required security deposit is received.

Authorized RS W.S. Creecy Community Center Staff

DATE: _____