

**Town of Stanley
Community Building
Rental Agreement
113 E College Street Stanley, NC 28164**

Name of Applicant _____ Date _____

Mailing Address _____ City _____ Zip _____

Driver's License/SSN _____ Phone _____

Date Requested _____ Time from _____ to _____

Purpose _____

Rules and Regulations

1. The hours in which the community building can be used are 8:00 am until 12 midnight.
2. No alcoholic beverages will be allowed on the premises or adjoining property.
3. Keep all vehicles off of the lawn. You must unload from the gravel parking area using the sidewalk or park at the library and unload at back door.
4. The applicant shall be responsible for the following:
 - a. Retrieve key from Town Hall the day before the rental (on Friday if the event is on a weekend). Put key in the drop box immediately after the building has been cleaned, vacated and locked. **Call Dispatcher @ 704-866-3300 for them to inform a Stanley Police Officer that you have vacated the building.** Deposits will not be refunded if key is not returned on the same day as the event.
 - b. Any damages to the building, its contents or lost property belonging to the Town.
 - c. Cleanliness of the building. Place garbage bags in large containers outside, on premises.
 - d. Any excessive noise to disturb the neighborhood. If the Stanley Police Department is notified of excessive noise, you will be required to vacate the building (one notice will be given after which the party will be requested to leave the premises).
5. No thumb tacks, tape, etc. to be put on ceiling, floors or walls
6. Lift tables – do not drag them across the floor (it will leave black marks and may result in loss of your deposit).
7. **This is a SMOKE FREE BUILDING.**

Any violation of these rules may and can prohibit the applicant from obtaining the community building for further use or obtaining a refund of their deposit. The deposit will be returned by mail within two (2) weeks after use of the building providing the building is left clean, floors unmarked and the key is returned to Town Hall or the drop box the same day/night as the event. If you cancel the date two weeks prior to your event, another date will be accommodated, no refund will be provided.

Fees must be paid immediately after reserving the building to assure reservation.

Rental: \$75, Deposit: \$75 (for profit groups – Rent: \$100, Deposit: \$100)

I, the above applicant, have read and understand this agreement and will make the rental payment. I am the individual who will receive the refund and I understand that if my above information is not printed legibly, a refund cannot be issued.

Applicant's Signature

Applicant's Printed Name

Date

Key Returned on Time: Yes ___ No ___

Recommend Refund: Yes ___ No ___

Signature of Officer or Employee

****NOTE: There are two common reasons that deposits are not refunded: 1) Leaving the building dirty or damaged 2) Not returning the key immediately to the Police Department after vacating the building. Also note: refund deposit will be returned within two (2) weeks.****