

LOCATED AT 600 South Pine Street, Spring Hope

Building to be used:

Date and time:

A. MINIMUM RENTAL: 0 - 4 hours = \$200.00 + \$25.00 per hour after.

1. To reserve your name for that particular day, \$100.00 deposit must be made at the town hall. One half of your deposit (\$50.00) will be refunded after the building is inspected by our designated person. It will be mailed to you within two (2) weeks, it cannot be picked up at the office.

2. The remaining \$100.00 fee must be paid on or before the designated day of usage and the key picked up the day before your event. Business hours are Mon-Fri 8:30 - 5:00. If your event is scheduled for the weekend, you must pick the key up before 5:00 on Friday. If your event falls around a holiday, please contact the office at 252-478-5186 to make arrangements to pick up your key during business hours. No exceptions will be made. The key should be returned to the town hall immediately after usage. The key can be put in an envelope and slipped under the front door of the temporary town hall after hours.

3. Failure to clean the building after using it will result in the possible denial of any future use. Cleaning to include the following:

- A. The restrooms left clean;
- B. Floors left cleanly swept, including any spills;
- C. No decorations or trash left inside/outside building, all papers picked up and garbage left in proper containers outside the building;
- D. Lights out when leaving building after usage;
- E. Doors locked after usage;

4. No events that charge admission will be allowed in the building. Per Nash Rocky Mount Schools only athletic events can be held in the gym with no admission being charged. If we find out that you are holding something other than an athletic event or you are charging admission, you lose your deposit and will not be allowed to rent it any longer.

B. 8 HOUR RENTALS (SAME AS ALL DAY RENTAL) FEE - \$300.00

The same cleaning rules apply. If for any reason you need to cancel your reservations, it must be done 10 days before the date you are scheduled to use it. Anything less than 10 days and you will not receive your deposit back.

ADDITIONAL RULES ARE AS FOLLOWS:

1. Hours of use up to 12:00 midnight
2. NO ALCOHOL ALLOWED
3. No one who has consumed alcohol or any controlled substance is allowed.
4. No abusive language or profanity will be tolerated.
5. No smoking inside building, except on the porch.
6. Music must not exceed acceptable levels to area residents.
7. Any person or persons causing disturbances will not be allowed to use the building again.
8. It will be left to the judgment of the Spring Hope Police Dept as to the violators of any regulation here in contained.

9. If, when informed by the police dept of a violation of rules, corrective action satisfactory to the police dept is not taken at once, the function will be considered over and the immediate vacating of the building will be required.

10. Only one warning will be given, if a second is necessary, the function and will be over and the building vacated at once.

MAKE CHECKS PAYABLE TO:
TOWN OF SPRING HOPE
PO BOX 87
SPRING HOPE, NC 27882

I, _____, understand and will abide by these rules. Also, I agree to accept responsibility for strict adherence to the above regulations. I will be liable for any damage to the gym or auditorium; occurring during the time and date stated.

Name:

Phone:

Address:

Signature: _____

Paid by cash/check