

# Rules for Renting the Norwood Community Building

1. Renter must remain at the Community Building during the entire time of the rental. You will have 30 minutes before and 30 minutes after your scheduled time of use for set-up and clean-up.
2. Gambling, alcoholic beverages and/or drugs will **not** be allowed under any circumstances, including the parking lot. Violators of this ordinance will be prosecuted. Smoking in the building is **not** allowed.
3. Building is not to be used after 11:00 pm. Windows are not to be covered so as to black out view.
4. Inventory will be taken before and after use. Charges will be made for damages or missing property. **Floors should be swept/mopped and a general clean-up of the room done.**
5. Nothing shall be stapled to or otherwise attached to the walls or ceiling, unless the use of “painters type tape” is used.
6. Lights should be turned off and doors locked before leaving. Heat/air conditioning must be turned off.
7. **Tables and chairs are to be put back as found.** Tables should not be dragged across floor as this damages the floor, which in turn causes forfeit of deposit. Do not stand on the chairs or tables.
8. Recorded music may be used, but no DJ’s are allowed.
9. The Town does not provide any tableware, eating utensils or cookware. Tables and chairs in excess of that provided shall be the responsibility of the renter.
10. **The Norwood Community Building is used Monday-Friday by the Stanly County Senior Services. None of their equipment, supplies, etc. are to be used by those renting the Community Building.**

**Violation of any of these provisions will result in a forfeiture of your key deposit. Your group may also lose the ability to reserve the Community Building in the future.**