

# NORWOOD

*The Gateway to Lake Tillery*

## Norwood Community Building Rental Application

NAME OF RENTER: \_\_\_\_\_

DL/ID#: \_\_\_\_\_ **ATTACH COPY OF PHOTO IDENTIFICATION**

IF RENTED ON BEHALF OF GROUP – NAME OF GROUP: \_\_\_\_\_

MAILING ADDRESS (TO REFUND DEPOSIT): \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_

TIME OF USE: \_\_\_\_\_

RENT AMOUNT: \_\_\_\_\_ DATE RENT PAID: \_\_\_\_\_

KEY/CLEANING/DAMAGE DEPOSIT:   \$100.00   DATE DEPOSIT PAID: \_\_\_\_\_

PURPOSE OF RENTAL: \_\_\_\_\_

\_\_\_\_\_

EXPECTED ATTENDANCE (maximum occupancy is 100): \_\_\_\_\_

ADDITIONAL NOTES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF RENTER/RESPONSIBLE PARTY



## **Norwood Community Building Rules and Regulations**

1. Must be 18 years of age or older to rent Community Building. 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. 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. Tables and chairs must be placed back where they were.
3. Nothing shall be stapled to or otherwise attached to the walls or ceiling, unless the use of “painters type tape” is used.
4. Building cannot be used after 11:00 pm. Windows are not to be covered so as to black out view.
5. 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. Renter must also supply their own paper towels, toilet tissue, and trash bags.
6. 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.
7. Building can be used for profit only by Norwood civic groups or Town of Norwood (or with specific permission by Norwood Town Council).
8. Renter is responsible for the key; it must be returned to the Norwood Town Hall after use of the building on the following business day, either in person or night drop box. The Key/Cleaning/Damage Deposit may be refunded if everything is placed back and cleaned properly.
9. Lights should be turned off and doors locked before leaving. Heat/air conditioning must be turned off.
10. Recorded music may be used, but no DJ’s are allowed. Sound levels shall be maintained as to not disturb anyone else in the immediate surrounding neighborhood. All doors must remain closed during the event if sound producing equipment is used.

11. 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.
12. Refund of Key/Cleaning/Damage deposit will be issued by mail within fourteen (14) days of the facility use date. Any use of alcohol by renter shall result in the termination of event and full forfeiture of security deposit. If a group fails to perform a proper clean up after their activity, the total deposit shall be forfeited. Applicant shall bear the full financial responsibility for any and all damages to equipment or facility. The renter and group shall be invoiced for all damages exceeding the forfeited deposit and shall be banned from further town facilities use.
13. Fees:       \$100.00 for up to 4 hours  
                  \$25.00 for each additional hour
14. **Rent must be paid in full at time renter's name is placed on the schedule at the Norwood Town Hall. If renter cancels before the rental date, renter is entitled to a refund of only one-half (½) of the rent fee.**

I have read and understand the above rules and regulations of the Norwood Community Building. By my signature below, I declare that I will abide by the above rules. Should any of the above rules be broken, I will forfeit the \$100.00 refundable key/cleaning/damage deposit and may be subject to additional fees for clean-up, etc. I understand that any Norwood Police Officer has the authority to end the event at any time if any of the above rules are broken.

Furthermore, I hereby release, hold harmless and agree to indemnify the Town of Norwood, its agents and employees, from any and all liability caused by negligence or other culpable conduct on the part of me or any member of my group or employees, independent contractors, or any other party involved in the event during my use of the Town of Norwood Community Building and insure that I will faithfully comply with the terms of this application.

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SIGNATURE OF RENTER/RESPONSIBLE PARTY