



212 South Main Street | PO Box 697 | Norwood, NC 28128
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Norwood Community Building Rental Agreement

Name of Renter: _____

Mailing Address (For Deposit Refund): _____

Phone #: _____ Email: _____

Date Requested: _____ Time Requested: _____

Expected Attendance (maximum occupancy is 100): _____

Purpose of Rental: _____

Signature

Date

OFFICE USE ONLY

Key/Cleaning/Damage Deposit: \$100.00 Date Deposit Pd: _____

Rental Amt: _____ Date Rental Amt Pd: _____

Community Building Key #: _____ Date Key Returned: _____

Finance:

All rules & regulations followed. No Damage. Key Returned.

REFUND DEPOSIT: YES NO Staff Initials: _____

Norwood Community Building Rules and Regulations

1. Renter must be 18 years of age or older to rent the Norwood Community Building. Renter must remain at the Norwood Community Building during the entire time of rental. **You will have 30 minutes before and 30 minutes after your scheduled time of use for set-up and clean-up.**
2. Fees: \$100.00 deposit (refunded if all rules & regulations followed & no damage)
 \$100.00 rental fee for up to 4 hours
 \$25.00 for each additional hour
 \$350.00 for all day rental (8:30 am-10:30 pm)
3. **Deposit must be paid before renter's name is placed on the schedule at Norwood Town Hall. Rental fee must be paid at time key is picked up. If renter cancels up to 1 week before the rental date, renter is entitled to a full refund of deposit and only one-half (1/2) of the rental fee that has been paid. Any cancellations less than 1 week prior to the reservation date will not receive a refund.**
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. Tables and chairs must be placed back where they were. Countertops and tables must be cleaned and wiped down.
5. Nothing should be stapled to or otherwise attached to the walls or ceiling, unless the use of "painters type tape" is used.
6. Building cannot be used after 11:00 pm. Windows are not to be covered so as to "black out" view.
7. The Town does not provide any tableware, eating utensils, cookware, paper products or cleaning supplies. **Renter must supply their own tableware, eating utensils, cookware, paper products and cleaning supplies, etc.** Tables and chairs in excess of that provided shall be the responsibility of the renter.
8. 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 Norwood Community Building.
9. Building can be used for profit only by Norwood Civic Groups or Town of Norwood (or with specific permission by Norwood Town Council).
10. Key must be picked up from Norwood Town Hall the Friday/last business day of the week before rental date. Renter is responsible for the key. Key must be returned to Norwood Town Hall after use of the building on the following business day, either in person or night drop box.

If the key is dropped in the night drop box, it must be placed in an envelope (provided at drop box) before it is dropped in the box. The Key/Cleaning/Damage Deposit will be refunded if everything is placed back in its place, everything is cleaned properly, and all rules and regulations are followed.

11. Lights should be turned off and doors locked before leaving. Heat/Air Conditioning must be turned off.
12. 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.
13. 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.
14. Refund of Key/Cleaning/Damage Deposit will be mailed within fourteen (14) days of the facility use date, as long as the key has been returned, there is no damage, and all rules and regulations have been followed. Any use of alcohol by renter shall result in the termination of event, full forfeiture of deposit and renter shall be banned from further town facilities use indefinitely. Renter will bear the full financial responsibility for any and all damages to equipment or facility. The renter shall be invoiced for all damages exceeding the forfeited deposit and shall be banned from further town facilities use indefinitely.

I have read and understand the above rules and regulations for 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, damages, 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 ensure that I will faithfully comply with the terms of this rental agreement.

Signature of Renter/Responsible Party

Date