

## Maiden Community Center Rental Application

207 E. Klutz St. Maiden, NC 28650

Person Requesting Reservation: \_\_\_\_\_

Address of Renting Party: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) you are requesting: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Time(s) you are Requesting: From: \_\_\_\_\_ To: \_\_\_\_\_ **[Note: Time needs to include set-up & clean-up.]**

Do you currently live inside the city limits of Maiden?  Yes  No

Rooms to be reserved: check all that apply. Charges are based on per room rental.

Room #1  Room #2  Community Room  Gym

Residents (inside city limits)		Non-Residents (outside city limits)	
\$75.00	Refundable Deposit*	\$100.00	Refundable Deposit*
\$30.00	First Hour	\$50.00	First Hour
\$20.00	Each Additional Hour	\$30.00	Each Additional Hour

**\*Deposits are refundable provided the facility is clean and undamaged.\***

I agree to abide by all rules and regulations set forth by the Maiden Recreation Department. I assume all financial responsibility for those in my party for any damage incurred to said facilities and equipment. I also assume responsibility for the safety of those in my party and for any injuries that may occur. I agree to pay all financial obligations owed, prior to the time of rental, including charges for setting up and clean up of the event.

### No Alcoholic Beverages Allowed

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit paid: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Charges: \_\_\_\_\_ Date: \_\_\_\_\_

**Deposit and rental fees must be paid in advance to reserve date and time. All rentals must be made at least one week in advance.**

To be completed by staff person working event. Please initial that the below items were done.

Swept \_\_\_\_\_ Mopped \_\_\_\_\_ Set up Tables \_\_\_\_\_ Checked Equipment \_\_\_\_\_

# Maiden Community Center Rental Agreement

It is the responsibility of the rental party to clean up after their rental and return all tables and chairs to their place of origin. The staff at the Recreation Department will inspect the area at the conclusion of the rental. If the area is cleaned properly, the deposit will be mailed back to the renting party.

The following items must be completed in order for the rental party to receive their deposit back:

## Community Center Facilities:

1. All areas that people entered must be swept and mopped with water only.
2. All trash must be taken to the collection containers outside and the cans must be returned to the building with new can liners.
3. All tables must be wiped down with water and paper towels.
4. All tables and chairs must be returned to their original location.
5. If the gym is used and requires the use of the floor cover, the cover must be mopped and returned to the storage area.

## Softball & Baseball Fields

The renting party is responsible for cleaning up all trash from the grounds (dugouts, fields, parking lot, and grounds around the fields).

## Picnic Shelter

The renting party is responsible for cleaning all trash around the picnic shelter and placing in the proper collection cans.

I agree to the above terms and conditions in order to receive my deposit after my rental. I further understand that if the abovementioned items are not completed, my deposit will not be refunded to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Maiden Community Center**  
**Refund of Rental Deposits – Office Use Only**

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Name of person/group renting: \_\_\_\_\_  
(Name refund will be in.)

Address where refund will be sent: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

Rental Date: \_\_\_\_\_

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Amount of Deposit to be refunded: \$ \_\_\_\_\_

Date Deposit Received \_\_\_\_\_

Person Receiving Deposit \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

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Amount of Refund Check \$ \_\_\_\_\_

Check # \_\_\_\_\_

Check Dated \_\_\_\_\_

Person issuing Refund \_\_\_\_\_