

Maiden Community Center Rental Application

Please keep this document with you for reference during your rental

207 E. Klutz St. Maiden, NC 28650

Person Requesting Reservation: _____

Address of Renting Party: _____

Telephone Number _____

Type of Event: _____

Date(s) you are requesting: Month: _____ Day: _____ 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.

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 set up and clean up time of the event. No items can be set up for your rental prior to the applied start time. The recreation department director can withhold all or a portion of the deposit if rental goes over the time applied for.

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.

Terms and conditions _____ Clean up _____ Checked Equipment _____

Notes : _____

Maiden Community Center Rental Agreement

Initial each line, sign and date below

General : _____

- The renter must be at least 18 year of age. The renter must be present at the rental at all times. Renter must pay for all time planned to be spent in the building which includes cleanup and setup of the event.
- Rentals must be at least 2 hours in length and cannot exceed 9:30pm.
- Ordinances of the Town of Maiden (hereafter referred to as the Town) as to the occupancy capacity, use and other safety factors shall be observed at all times. This includes, no alcohol or smoking on Town property.
- The facility shall not be used for sales, promotional purposes, or for monetary gain of any form or nature.
- Any sound system, music, etc., shall not disturb others using the facility and/or neighboring residents.
- No Confetti, glitter, sand, rice, birdseed, silly string, or fireworks permitted. All decorations must be removed, this includes tape, etc.
- There is a gym in the lower level of the Community Center that host youth recreation league sport events with use of a horn. Please plan your rental accordingly.

Cancelation and adding hours : _____

- In the event of adverse weather conditions (ice or snow) the renter can receive a full refund at any time before the scheduled event. If the conditions are such that the building cannot be opened, the renter will receive a phone call to cancel the rental.
- Renters can add hours, if available, or cancel up to one week before the scheduled event.

Food and Drink : _____

- No alcohol
- Use of the kitchen appliances (microwave, stove, fridge) are allowed but the renter shall provide all food, condiments, dishes, cups, glasses, eating and serving utensils, soap, table linens, etc. All items in the kitchen belong to Catawba County Senior Program or the Recreation Department Staff.

Clean up : _____

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.

- All areas that people entered must be swept and mopped with water only.
- All trash must be taken to the collection containers outside and the cans must be returned to the building with new can liners.
- All tables must be wiped down with water and paper towels.
- All tables and chairs must be returned to their original location.
- The Recreation department will provide; vacuum cleaner, Mop and bucket, trash bags, broom and dustpan, and all-purpose cleaner

Gym (if applicable) : _____

If renting the gym, the previous terms and conditions apply with the following additions.

- **If using the gym for a non-athletic based event, such as but not limited to a dance, festival, or party, the renter is responsible for obtaining an event permit prior to renting the facility.** Renter is also responsible for placing protective mats out prior to event and cleaning and folding mats back onto storage carts. This takes at least four able bodied adults as the mats are heavy.
- Tennis shoes or other indoor athletic shoes required for gym.
- No food or drinks in the gym
- Renter is responsible for all equipment such as balls
- Tumbling equipment may not be used, it belongs to a private class.

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

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

Address where refund will be sent: _____

Telephone Number: Home _____ Cell _____

Rental Date: _____

Amount of Deposit to be refunded: \$ _____

Date Deposit Received _____

Person Receiving Deposit _____

Notes _____

Amount of Refund Check \$ _____

Check # _____

Check Dated _____

Person issuing Refund _____