

TOWN OF RED OAK, NC FACILITIES

I. General use of buildings, equipment, and premises of the Town of Red Oak, NC

The primary purpose of our buildings, equipment, facilities, and premises is to compliment and serve the residents of Red Oak. In view of this, we encourage the use of our buildings, equipment, facilities, and premises for community, family functions, organizational activities and other functions approved by the Town Council in cooperation with the Facilities Manager.

1. **ONLY** residents **21 years of age** living within the Town limits of Red Oak, NC can reserve the Community Clubhouse. Proof of residency; NCDL or valid NC PHOTO ID must be provided at time of contract signing.
2. A rental application must be completed at the Town Hall for approval and confirmation of date needed. Community Building reservation calendar will be maintained by the Town Clerk.
3. Persons who request use of the Community Building and submit a completed rental application are held responsible for the building and all equipment used during said function.
4. Use of alcohol, drugs, and possession of firearms on the premises is strictly forbidden. If a renter is found in violation of this clause the security deposit will be forfeited regardless of damages and the event will be terminated immediately.
5. There is to be no smoking or use of tobacco products in the building or on the Community Building grounds.
6. Excessively loud music and dancing is not allowed in the Community Building.
7. No tape, tacks, nails or other materials which may permanently deface the property is to be used on any surface in the Community Building. The use of glitter and confetti is prohibited.
8. Tables and chairs are furnished as part of the rental agreement; set up and tear down is the responsibility of the renter. All furniture is to be lifted, not pushed or rolled across the hardwood floors and must be returned to the storage area and stored in a neat and courteous manner.
9. No furniture or equipment is to be removed from the Community Building.
10. The fireplace in the Community Building is not functional; there are to be no fires in the fireplace at any time.
11. The use of candles is limited to flameless battery or electric candles.
12. There are to be no fireworks, sparklers or discharge of firearms within 300 ft. of the Community Building.
13. The Community Building shares parking and outdoor areas with churches; renters are asked to be respectful of these facilities by not trespassing on their properties or leaving trash from their events on said properties.

14. All food and beverages are to be removed from the premises at the end of the rental.
15. Renters are responsible for cleaning the bathroom, banquet area, kitchen, including wiping out the refrigerator, cleaning the stove and microwave, sweeping and dry mopping floors and removing all trash prior to vacating the premises. There is a trash container located at the back of the building. DO NOT leave trash outside of the container, this includes boxes. All trash in excess of the container provided is to be hauled off by the renter.
16. The Town is not responsible for items left in the Community Building.
17. The Facilities Manager will be responsible for checking the Community Building following all rentals. Damage to the property is to be reported to the Facilities Manager or Town Clerk prior to vacating the premises.
18. The Town of Red Oak cannot be held liable for any injury to person(s) as a result of attending functions at Town facilities not hosted in an official capacity by the Town.

II. Hours of operation for the community building: Weekly 9:00am until 10:00pm

- Renters may set up the night before a morning rental **if the clubhouse is available**
- Maximum capacity for the Community Building: **75**
- Clubhouse must be clean and ready for inspection at 10:00 pm – There will be a charge of \$20.00 per half hour for violations of this policy. The penalty fee will be deducted from the security deposit.
- Contact the Facility Manager:
Donnie Ayscue at the end of the rental for inspection –**252-908-4241**

III. Fees for use of building:

- Community Building Rent \$ 200
 - Security/Damage Deposit \$ 200 refundable
 - Key Deposit \$ 10 refundable
- Fees are subject to change annually**

Payment of fees:

1. **Checks for use of building are to be made payable to The Town of Red Oak. The security deposit is required to be submitted with the rental application to hold your date; the balance is due a minimum of two weeks prior to scheduled event. The security deposit will be refunded within 30 days of the event once the facility Manager signs off on the condition of the building. If the event is cancelled less than 30 days prior to the scheduled date; half of the security deposit will be forfeited.**

IV. The Town may waive rental fees at the sole discretion of the Council. The fee waiver does not exclude any individual or organization using the Town's Facilities from being governed by all rental rules as set forth in this document. Any damage over and above \$200 will be the responsibility of the renter and may result in court fees and or criminal charges. Refunds will be issued within 30 days of the rental date once the Facilities Manager verifies no damage and has signed off on the condition of the Community Building.

Application for the Use of Town of Red Oak Facilities

Name: _____

Address: _____

Home/Cell Phone Number: _____ Work Phone Number: _____

Date Needed: _____ Description of Function: _____

Beginning Time: _____ Approximate Ending Time: _____

Facilities Desired:

Community Building: _____ Estimated number of people: _____

I certify that I have read and agree to abide by the rules of use for the Community Building as set forth in this document. I have had these rules explained to me and a copy was provided to me on this date:

Signature of renter and date contract signed

Town Clerk or Facility Manager

- _____ Form of identification used to verify residency (attach copy)
- _____ Copy of checks and receipts for payment of fees
- _____ Copy of rental rules and application given to renter

Date security deposit refunded: _____ Check # _____

Reason for withholding damage deposit: _____

RED OAK COMMUNITY BUILDING CHECKLIST

- Tables and chairs returned to storage bins in an organized manner with no evidence of damage**
 - Bathroom cleaned and trash removed – new bag in trash can**
 - Banquet Area cleared of party decorations**
 - Floors have been swept and dry mopped**
 - Wooden Tables are in good condition and returned to designated areas of the building**
 - Curtains closed and show no evidence of damage**
 - Kitchen clean and free of all food, beverages and trash. Refrigerator, Stove and Microwave have been cleaned out, wiped down and show no residual evidence of the event – new bags in trash cans**
 - Trash has been placed in the trash container located at the back of the Community Building and there is no excess trash left outside of the container**
 - Thermostat returned to 80 degrees in Summer and 50 degrees in the winter**
 - Key turned in to Facility Manager by time specified on contract**
- I have evaluated the building for damages including entry and exit doors and certify that the building has no damages as a result of this event _____**
 - I have made note of the following damages to the Community Building and informed the renter that the security deposit has been forfeited to cover the damages noted on the attached sheet _____**

