



HOKE COUNTY PARKS AND RECREATION

423 E. Central Avenue, Raeford, NC 28376

phone (910) 875-4035 | fax (910) 875-1100

COMMUNITY BUILDING FACILITY USE AGREEMENT

CONTACT INFORMATION

Name:		Date:
Sponsoring Organization:		
Mobile Phone (required):	Email:	
Daytime Phone:	Evening Phone:	
Address:		Apt./Unit #:
City:	State:	Zip Code:

FACILITY INFORMATION

Day:	Date:
Start Time:	End Time:

Please select a facility:

- Stonewall/Dundarrach Community Building** 119 Hall Road, Shannon, NC 28386
- Allendale/Duffie Community Building** 4640 South Old Wire Road, Red Springs, NC 28377
- James Albert Hunt Community Building** 2906 Blue Springs Road, Raeford, NC 28376
- Rockfish Community Building** 2749 Lindsay Road, Raeford, NC 28376
- Tylertown Community Building** 399 Doc Brown Road, Raeford, NC 28376
- Cameron Village Community Building** 1690 Loop Road, Raeford, NC 28376

Nature of Event:	
Expected Attendance:	
Kitchen Use Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Stove Use Required: <input type="checkbox"/> Yes <input type="checkbox"/> No

COMMUNITY BUILDING FACILITY USE AGREEMENT

AGREEMENT OF RESPONSIBILITY	
<p>I have received a copy of the Hoke County Parks and Recreation Department rules and regulations for the use of the community buildings listed above. I agree to abide by any and all rules set by the County of Hoke Parks and Recreation Department and within this agreement. I agree that I will be responsible for the conduct of my group, which has been granted the use of the above named facility and shall conform to the official operating policies as established by the County of Hoke, and the Parks and Recreation Department. I further agree to reimburse the County of Hoke in full for the fee as agreed upon for the use of a park facility as well as any and all damage to the park facility. This includes but is not limited to; defacing of property, buildings or structures, or the natural state of the facility or park; failure to fully clean the facility, as assessed by the County of Hoke Parks and Recreation Department through its agents or employees following my use of the facility. Renters must give a two week notice if not using the building after renting and signing the contract in order to receive a refund of deposit.</p>	
Signature:	Date:

OFFICE USE ONLY		
Event:	Event Date:	
Fees Collected:	Receipt #:	Approved By:

COST

There is a \$50.00 refundable deposit, if the building is left clean and undamaged. All deposits must be paid upon signing of the contract.

RULES AND REGULATIONS

The Hoke County Board of Commissioners has passed the following regulations concerning the use of said building and grounds. By signing the community building facility use agreement, the signee agrees to abide by the following rules and regulations for the use of the aforesaid building and grounds.

1. No Hoke County Citizen may rent a community building for more than three consecutive days of the same week (example, three consecutive Saturdays or Sundays) in a calendar year (January to December).
2. Rental time begins at 9:00 am to 10:00 pm. All functions must be terminated and building and grounds be vacated except by prior approval by Current Parks & Recreation Director or County Manager.
3. The use of alcoholic beverages are prohibited in building or on premises of building or grounds.
4. No use of said building for personal gain or sub-renting by contract holder. If a contract holder is proven to have sub-rented a building they will be banned from renting all Community Buildings.
5. Be responsible for any damages to the building, furniture, equipment, or furnishings contained therein.
6. To use hooks provided on ceiling and walls for decorations and not apply nails, staples, tacks, tapes or screws to said building or furniture. **DO NOT place anything on the walls as it will cause damage.**
7. Allow right of entry to the County Manager and any of his/her authorized agents at any time when the building is in use.
8. Utilize and pay for Law Enforcement or Security Company for on-site security for gatherings of over 25 people.

COMMUNITY BUILDING FACILITY USE AGREEMENT

9. Leave said premises and grounds in a clean and orderly manner. Make sure refrigerator is clean.
10. Turn air condition off before leaving Community building
11. Utilize said building in an orderly and safe manner.
12. Adhere to maximum occupancy of premises.
13. No weapons allowed on premises.
14. For emergency situations, the user shall provide a cellular phone on site during use.
15. User shall contact Mitchell Bratcher (910-633-3881) or Patricia Graham (910-308-6485) in case of an emergency during function.

CLEANING PROCEDURES

After each event, the Community Building must be cleaned and arranged the way it was prior to the event. Community Buildings cleaning tasks include:

1. Collect all trash and remove off county property, take to designated solid waste area. DO NOT leave any trash in the building or on outside grounds.
2. Thoroughly damp wipe available horizontal surfaces and chairs.
3. Clean all surfaces throughout the facility, removing fingerprints and smudges from the light switches, doors, etc.
4. Renter supplies all cleaning solution including kitchen items, bathroom tissue, paper towels, and hand soap.
5. Meticulously clean and sanitize all restrooms. Sweep and wet mop floors with water only.
6. Completely clean all areas including tables, chairs, counters, sinks, refrigerator interior and exterior, microwaves, etc.
7. Immediately clean all equipment and clean out mop buckets and other cleaning gear. Rinse out all mops and hang to dry.
8. Use table clothes on tables.
9. Wet mops **MUST** be left outside on the handicap ramp to dry; do not leave them inside to dry. Always clean the exterior ground around the building.
10. Inspect, close, and secure facility.