

# Town of Oakboro Community Building Rental

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**DATE:** \_\_\_\_\_

**TO:** Community Building Renters

**FROM:** Whitney Mackey, Town Clerk

Please keep in mind that the Community building is enjoyed during the week by our Senior Citizens as the Community Nutrition site and it is imperative to respect this designation and leave the building clean enough to pass health department inspection. The following information will help you to maintain this standard if you follow the suggestions accordingly.

Please take the following items with you when renting the Community Building:

- \* Paper Towels
- \* Toilet Tissue
- \* Trash Bags
- \* Cloth Towels (for cleaning)

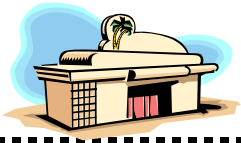
Also, please be sure.....

- ✓ To use one container inside the building for all trash and at clean up time, place in outside dumpster.
- ✓ That the bathrooms are clean and the floors are mopped.
- ✓ To observe how the tables are placed. They are placed in a safe manner for our senior citizens. Please place them back accordingly.
- ✓ Do not use the coffee pot or the warmer. They do not belong to the Town of Oakboro.
- ✓ Do not leave doors open for long periods of time.
- ✓ To turn all lights out and leave the building in great condition to be used by the next participants.

**NO DRUGS OR ALCOHOL ARE ALLOWED  
ON THE PREMISES**

**RENTERS WILL BE HELD RESPONSIBLE FOR ANY  
DAMAGES OCCURING TO THE BUILDING OR ITS  
CONTENTS.**

THANK YOU FOR RENTING THE COMMUNITY BUILDING AND WE HOPE YOU  
HAVE AN ENJOYABLE TIME!



**Town of Oakboro  
Community Building  
Rental**

Date: \_\_\_\_\_ Date(s) to be used: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_

NC DL # \_\_\_\_\_

Town Employee Verification: \_\_\_\_\_

Phone Number (1): (\_\_\_\_) \_\_\_\_\_

Phone Number (2): (\_\_\_\_) \_\_\_\_\_

Physical

Address: \_\_\_\_\_

Purpose: \_\_\_\_\_

**Rent:**

\$50/day (Inside Town) for \_\_\_\_ day(s)

\$100/day (Outside Town) for \_\_\_\_ day (s)

**Cleaning Fee:**

\$100/day (refundable)

**Total Due: \$150 (Inside)**

**Total Due: \$200 (Outside)**

**Form of Payment**

Cash \_\_\_ Check \_\_\_ Charge \_\_\_

Date Paid \_\_\_\_\_

**IMPORTANT: PLEASE READ THE  
FOLLOWING STATEMENT  
PRIOR TO SIGNING.**

**Key Picked-Up \_\_\_\_\_ (date)  
By Town Employee \_\_\_\_\_**

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**Fee Refunded \$ \_\_\_\_\_ on  
\_\_\_\_\_, 20 \_\_\_\_**

I/We will leave the building as clean as possible and put back in the same condition as when arrived AND that the key will be returned no later than 5pm the next business day. If I do not abide by these, our \$100 cleaning fee **will not** be refunded. I acknowledge that I have read and received a copy of the Community Building Rental Rules and Policies.

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Employee Signature

**Check List Post Rental:**

- ✓ Trash placed in dumpster.
- ✓ The bathrooms are clean and the floors are mopped.
- ✓ The tables are placed in the correct manner.
- ✓ The coffee pot and the warmer have not been used.
- ✓ The doors were locked and the building secured.
- ✓ The building was left in refundable condition. \_\_\_\_\_ (Employee Signature) \_\_\_\_\_ (Date/Time)