



WINTERVILLE

A slice of the good life!

**RENTAL APPLICATION
TOWN OF WINTERVILLE
COMMUNITY ROOM**

2593 Railroad Street
P.O. Box 1459
Winterville, NC 28590

Phone: (252) 756-1105
Fax: (252) 756-3458
www.wintervillenc.com

Name of individual/group renting the Community Room _____

Name of group representative submitting the application _____

Address _____

Phone number _____ Proposed use of facility _____

Expected number of attendees (maximum 126) _____ Date of Rental _____

Set up Time _____ Starting Time _____ End Time _____

I understand that as the individual/representative of the group renting the Community Room, I assume full responsibility for any and all damages occurring during the times stated above and will enforce compliance with all rules contained in the attached RULES FOR USE OF THE COMMUNITY ROOM.

Signature

Date

FOR TOWN USE ONLY

Finance Department

Rental payment amount \$ _____

Circle one: check (check no. _____) or cash

Security deposit amount \$ _____

Circle one: check (check no. _____) or cash

Date received _____

Received by: _____

Police Department

_____ The building was found to be properly cleaned and undamaged. Recommend refund of deposit.

_____ The building was not properly cleaned and/or was damaged as noted below. Recommend charge of \$ _____ be made against deposit and an additional charge of \$ _____ be made for necessary cleaning and/or repairs to facility.

Finance Department

Date Refunded _____ Refunded by: _____

Refund received by _____ Date _____

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Rules For Use Of Community Room

1. Reservations must be made a minimum of 24 hours in advance.
2. The legal maximum occupancy for the room is **126** persons (standing room only).
3. Rental use may not begin before 7am or extend beyond 11pm.
4. Smoking, possession of firearms and alcohol consumption are strictly **prohibited**.
5. **No amplified sound** is allowed.
6. No charges for admission are allowed.
7. No profanity is allowed.
8. No activity is allowed that disrupts the operation of the Police-Fire-EMS activities.
9. No tape or adhesive may be attached to the walls or ceilings.
10. No activity may be conducted which damages the room.
11. Users must leave the room in the condition in which they found it.
12. No agency, individual, or group may reserve the rooms for more than one day each month.
13. Call 756-1105 or 830-4141 prior to departure for inspection and ask an officer to inspect the room.
14. Trash must be taken out, floors swept and/ or mopped and left clean for the next renter.
15. If you use the refrigerator, you must leave it clean and empty.
16. Place chairs in chair rack so floor can be adequately swept.
17. Must be 18 years or older to rent.
18. No outdoor grilling.

Fee Schedule

1. Payment can be made at the Town Hall by check, cash, money order or credit card. However, no credit cards will be accepted for the security deposit.
2. The in-town rental fee shall be \$125.00 per day plus a refundable \$100.00 deposit. (Taxpayers in the town limits)
3. The out-of-town rental fee shall be \$200.00 per day plus a \$100.00 deposit.
4. Security deposit refunded if the room is left clean and undamaged. In the event the above rules are violated, a portion or all of your deposit will not be refunded.
5. Please allow two (2) weeks for your deposit to be mailed or available for pick up.
6. Cancellations require a notice of two business days prior to scheduled event in order to have fee and deposit refunded. (Please allow up to two (2) weeks for the refund of the rental fee.)

General Information

The Police Department will manage the reservation of the rooms, will open and close the room, and will terminate rentals if necessary in order to enforce the rental rules. If a termination occurs, neither the rental payment nor the deposit will be refunded. **FAILURE TO CALL THE POLICE DEPARTMENT PRIOR TO DEPARTURE FOR INSPECTION AND LOCK UP WILL RESULT IN DEPOSIT FORFEITURE.** To view the facility, please come to the Police Department between 8:00 and 5:00 Monday – Friday. If problems occur during room rental, please call 756-1105 or 830-4141.

Renters can obtain an access badge from the Police Department during working hours prior to scheduled setup time or if after hours, an officer will meet the party at the rental location to deliver the access badge for entry. Access badge will be returned to officers upon inspection of rental.

Prep Area and Provisions

The kitchen area has counter top space, a sink, a refrigerator and several electrical outlets. Please note that no cooking apparatus is provided. Cleaning materials and trash bags are provided and can be found in the cabinet located in the bathroom foyer. **All trash must be placed in trash bags and taken to the trash cans located beside the building and floors must be swept and spot cleaned if necessary.**

The Town provides a total of 79 chairs and 12 tables to include five (5) 60-inch round tables and seven (7) 30x96 inch rectangle tables. Renters may provide additional tables and/or chairs, keeping in mind the legal maximum capacity. Please sign and date acknowledging that you have read and agree to observe the rules for use of the community room.

Name: _____ Date: _____

Received by Authorized Town Representative: _____ Date: _____

Winterville Police Department

P.O. Box 1459
2593 N. Railroad St.
Winterville, NC 28590
Ph. (252) 756-1105 Fax (252)756-3458

Community Room Rental Checklist

<u>Arrival</u> (Renter)	<u>Kitchen</u>	<u>Departure</u> (Officer)
<input type="checkbox"/>	Refrigerator cleaned	<input type="checkbox"/>
<input type="checkbox"/>	Countertops cleaned	<input type="checkbox"/>
<input type="checkbox"/>	Floor mopped	<input type="checkbox"/>
<input type="checkbox"/>	Mop bucket emptied	<input type="checkbox"/>
<input type="checkbox"/>	Trash emptied	<input type="checkbox"/>
<input type="checkbox"/>	Trash liners replaced	<input type="checkbox"/>
	<u>Main Area</u>	
<input type="checkbox"/>	Tables cleaned	<input type="checkbox"/>
<input type="checkbox"/>	Floor mopped	<input type="checkbox"/>
<input type="checkbox"/>	Trash emptied	<input type="checkbox"/>
<input type="checkbox"/>	Trash liners replaced	<input type="checkbox"/>
	Walls/Ceilings free of balloons/tape/décor	
	<u>Restrooms</u>	
<input type="checkbox"/>	Toilets flushed	<input type="checkbox"/>
<input type="checkbox"/>	Floor cleaned	<input type="checkbox"/>
<input type="checkbox"/>	Trash Emptied	<input type="checkbox"/>
	<u>Walls</u>	
<input type="checkbox"/>	Free of damage	<input type="checkbox"/>

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Signature _____ Date _____

Comments:

Officer's Signature _____ Date _____