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Jason Taylor, Commissioner  
Jean Wooten-Jiles, Commissioner  
Paula Lewis, Commissioner  
Joyce Braxton, Commissioner

Michael Speight, Mayor  
Jennifer Stanley, Town Administrator  
Gracieann Etheridge, Town Clerk  
Benjamin Lassiter, Public Works Director

**Community Building Rental Agreement**

Fee: \$250 per day rental, plus \$150 deposit. Total \$400. Must be paid in full to reserve your date. Deposit will be refunded if all rules and conditions of rental agreement are upheld. Address: 205 W. Green Street, Macclesfield, NC, 27852

1. No smoking or alcohol will be allowed on the premises.
2. Tables and chairs must be left inside the building and put back in original location after use.
3. Remove all trash and push garbage carts to the curb.
4. Sweep and mop all floors.
5. Clean all areas including kitchen and restrooms.
6. Turn off all lights including restrooms.
7. Turn heat to 65\* in winter, or air conditioner to 75\* in summer.
8. DO NOT tape, staple, nor tack posters, signs, etc. on walls, ceiling, cabinets, woodwork, tables or chairs.

**INDEMNITY:** Renter agrees to indemnify, defend, and not hold town from all demands, claims, suits, actions, or liability resulting from injuries or death to persons or property damaged during the rental agreement period or occurring as a result of the use of the community building.

**PAYMENT FOR DAMAGES:** Renter agrees to pay costs and repair or replacement for all damages that occurred during the rental agreement period.

**Renter/Responsible Party:**

Date requested: \_\_\_\_\_  
Time requested: \_\_\_\_\_  
Purpose of use: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Key issued to: \_\_\_\_\_

After use, place key in after-hours payment slot at the town hall if closed.

Deposit Amount: \_\_\_\_\_ Date paid: \_\_\_\_\_

Rental Amount: \_\_\_\_\_ Date paid: \_\_\_\_\_

Deposit Refund Amount: \_\_\_\_\_ Date refunded: \_\_\_\_\_

Authorized by (Town Employee): \_\_\_\_\_

## Macclesfield Community Building Rental Agreement

Renter's Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Approximate # attending: \_\_\_\_\_ < Max Capacity of 110 people

1. I agree to rent the Macclesfield Community Building. I agree to pay a rental fee of \$250. This fee is paid at the time I sign this agreement and is not refundable.
2. I agree to be in attendance at all times during the time of rental.
3. I agree to be responsible for the conduct of my guests.
4. I agree that the building will be left in good order. I will see that the building is cleaned, and all trash removed, put in the garbage carts, and pushed to the curb. The floors will be swept and mopped, and all tables and chairs cleaned and put away.
5. I agree that no thumb tacks, tape or staples will be used on walls, woodwork, tables, chairs, cabinets, molding, or ceiling.
6. I agree that I am responsible for any and all damages to the building or ground caused by me or my guests. I agree to pay a deposit of \$150 at the time I sign this agreement.
7. This deposit will be used to pay for any damage caused by me or my guests, to the extent that the deposit is used to pay for damages, that amount will be forfeited by me.
8. If part of the deposit remains after these damages are paid, then that portion will be refunded to me.
9. If none of the deposit is used to pay for damages, the full amount will be fully refunded to me.
10. If the deposit is insufficient to pay for the damages, then I agree to pay the difference between the total damages and the deposit.
11. I understand that "damages" includes any cleaning necessary because the building is left in a dirty or filthy condition.
12. I agree to see that all lights are turned off and all doors and windows are locked when I leave the building.
13. I also will see that the heat is left on 65\* in the winter and the air conditioning is left on 75\* in the summer.
14. I agree to see that there are no alcoholic beverages on or inside the premises.
15. I agree to abide by any other rules regarding the use of the building.
16. I agree to see that there is NO LOUD MUSIC or disturbing of the peace in any way past 10pm.

Signature of Renter: \_\_\_\_\_

Approved by: \_\_\_\_\_