

CITY OF RAEFORD
200 S. College Drive, Raeford, NC 28376
Recreation Building Use Agreement
Of Raeford Civic Center

Date of Event: _____ Time of Event: _____
(day) (date) (from) (until)

Sponsoring Organization: _____

Responsible Individual's Name: _____

Address: _____

Phone: _____
(day time number) (evening number)

Nature of Event: _____

Will alcoholic beverages be on premises? ___ Yes ___ No

Approximate Number of People to Attend: _____

Number of chairs needed: _____ Number of tables needed: _____
(note: do not stack tables & chairs or lean/place them against the walls)

Kitchen Use Required: ___ yes ___ no **(kitchen area will remain locked if not needed)**
Stove Use Required: no ___ yes ___ **(MUST BE LEFT CLEAN AS FOUND)** INTIAL _____

Amounts Due

\$ 50.00 (No deposit) Non-Profit Groups with 501-3 (c) non-profit status
(Copy on file with City of Raeford)

\$200 + \$250 deposit (responsible individual being **in town resident**)

\$250 + \$250 deposit (responsible individual being **out of town resident**)

\$15 hourly rate for Law Enforcement Officer _____ hrs = \$ _____

TOTAL DUE: _____ * DATE PAID: _____

***Note: Fee NOT REFUNDABLE if a Notice of Cancellation is not received 30 days prior to date of event.**

The City Council of the City of Raeford has passed the following regulations concerning the use of said building and grounds; and the undersigned desires to use the aforesaid building for a recreational gathering as indicated above and any repetitive use of building shall be approved by City Council. The undersigned agrees to abide by the following rules and regulations for the use of the aforesaid building and grounds. By signature below, the undersigned agrees to:

1. Terminate all functions and vacate building and grounds by 1:00 AM except by prior extension of time approved by City Council.
2. Prohibit the excessive use of alcoholic beverages in building or on premises of building.
3. Not use said building for personal gain.
4. Be responsible for any damages to the building or furniture, equipment, or furnishings contained herein.
5. To use hooks provided on ceiling and walls for decorations and not apply nails, staples, tacks, tapes or screws to said building or furniture.
6. Allow right of entry to the City Manager and any of his authorized agents at any time when the building is in use.
7. Utilize a Law Enforcement Officer at the rate of \$15/hour who will have full powers of arrest, approved by the Chief of Police, and to pay the same for use at any fund raising dances (note charges above). Police will patrol periodically for other functions.
8. Leave said building and grounds in a clean and orderly manner.
9. Shut off the heat or air conditioner before leaving said building.
10. Utilize said building in an orderly and safe manner.
11. Pay a two hundred fifty dollar (\$250) security deposit at time the key to building is picked up at the City Clerk' office.
12. Adhere to maximum occupancy of building, which is restricted to **100**.
13. No weapons allowed on Civic Center premises.
14. For emergency situations, the user shall provide a cellular phone on site during use.

In agreement herewith, the undersigned hereby affixes his or her signature on the date shown below.

Date: _____ Responsible Individual's Signature: _____

Witness: _____

cc: Police Dept. and Public Works Dept.

Civic Ctr. Agreement Civic Center/Betty