



Town of Pleasant Garden
Pleasant Garden Community Center
5024 Alliance Church Road
Post Office Box 307
Pleasant Garden, NC 27313
Monday-Friday, 9:00AM – 5:00PM
336-674-3002

Deposit Receipt # _____
Rental Receipt # _____
Refund check # _____

Dr. F. B. Nowlan Building Rental Agreement
Weekend (Fri-Sun) *Non-Alcohol Rental*

Renter's Name: _____

Address: _____

Email Address: _____

Phone number(s): _____

Rental Date: _____ **Day of Week** _____ **Hours:** From _____ to _____ **(11:00pm Max)**

Type of Event: _____ **Number of attendees** _____

Payments Due: Cash, checks or money orders only, no credit or debit cards accepted. Make checks payable to "Town of Pleasant Garden."

➤ **Security/cleaning deposit due within 7 days of signing rental Agreement:** \$200

- If you cancel the rental less than three (3) days prior to the date of rental, your deposit is forfeited.
- The deposit will be refunded within seven (7) days after the rental if the building is left in satisfactory condition.
- Town of Pleasant Garden Noise Ordinance, renters must vacate the building by 11:00pm.

➤ **Rental fee due 7 days before event date:**

\$300 for five (5) hours or less \$400 for all day

ACKNOWLEDGEMENT: Use of alcohol is not allowed under this rental agreement. No smoking or use of tobacco products inside the building. Decorations may only be attached to the walls only using masking tape or painters tape – no screws, hooks or nails. Renter agrees to hold the Town of Pleasant Garden harmless in the event of injury or accident. I hereby agree to all terms and conditions for the rental of the Dr. F. B. Nowlan Building.

Signed: _____ *Renter* _____ *Town representative*

Date: _____

KEY CODE: _____ **EMEGENCY PHONE #:** 336-346-6855 On Call Staff

END OF EVENT CHECKLIST: Renter must complete the following when rental is completed:

- _____ **SANITIZE** tables, chairs, kitchen, restrooms and high traffic areas such as door handles and counters.
- _____ Sweep and mop the floors including restrooms. _____ Remove all decorations you brought.
- _____ Remove all food and clean the kitchen if used. _____ Turn off the food warmer if used.
- _____ Return tables and chairs to the storage area _____ Return Heat/AC to original settings.
- _____ Remove all trash, including restrooms and outdoors, and place inside dumpster behind building.
- _____ Turn off all lights, including in restrooms. _____ Lock all doors; return keys to lockbox.

TO BE COMPLETED BY TOWN STAFF	
Building inspected by: _____	Date: _____
Deposit to be refunded: ___ Yes ___ No	
If deposit not to be refunded, list reasons: _____	

TERMS AND CONDITIONS FOR THE RENTAL OF THE DR. F. B. NOWLAN BUILDING

The renter agrees to rent the Dr. F. B. Nowlan Building at the Pleasant Garden Community Center located at 5024 Alliance Church Road, Pleasant Garden, NC 27313 from the Town of Pleasant Garden. My signature above verifies that I understand the following rules and guidelines and agree to abide by them.

Renter agrees to hold the Town of Pleasant Garden harmless in the event of injury or accident.

1. Confirmation of my reservation must be made by payment of the cleaning/security deposit to the Town within seven (7) days after making the reservation. If the deposit is not received by then, the requested date will not be held on my behalf. The rental fee must be received seven (7) days prior to the date of my rental. If I cancel the rental less than three (3) days prior to the date of my rental, there will be a forfeiture of my deposit. Admittance to the building is allowed on the day(s) of the rental only.
2. Under emergency circumstances, (*disaster, severe weather such as snow/ice storms, tornadoes, etc.*), the Town reserves the right to cancel any reservations after the event has been scheduled. If time permits, notice will be given to the Renter and a full refund of all deposit/fees will be made. However, if circumstances prohibit advance notification of cancellation, the Town will not be held responsible.
3. The rental fees for the Dr. F. B. Nowlan Building are a refundable \$200 cleaning/security deposit plus a rental fee of \$300 for five (5) hours or less or \$400 for longer than five (5) hours or all day. This fee does NOT include use of the baseball or softball fields; additional fees are required for that use. Any requests for discounts will be considered on a case-by-case basis.
4. The Renter must be present the entire time the facility is being used. The Renter is responsible for the contents of the facility and should exercise appropriate supervision. The maximum capacity for the building is 188 persons (seated). The Town will not be held responsible for breakdown of any equipment, air conditioning, heat, lighting, etc.
5. No animals or pets are allowed on the property, with the exception of certified service animals (documentation required).
6. Use of alcohol is not allowed for this rental under this agreement. Smoking and/or use of tobacco products is prohibited inside the building. No firearms or weapons are allowed.
7. The Renter is allowed to use the kitchen sink, warmer, icemaker, and refrigerator as needed. All food must be removed from the facility upon vacating the premises.
8. Use of tables and chairs is included in this rental agreement at no additional charge. Please avoid dragging them on the newly painted floor. **Upon completion of the event, all tables and chairs are to be SANITIZED before returned to their original location.**
9. Damage to anything at the Community Center must be reported to the Town as soon as possible. If damage is found unreported, the security deposit will be used to cover the repair or replacement.
10. Decorations may be affixed to the walls only -- not to light fixtures, trim, etc. -- using masking tape or painters tape only. No nails, hooks, screws or other devices that could damage the walls may be used.
11. All trash -- including restroom trash and items dropped on the grounds outside the building -- shall be removed from the facility and placed in the dumpster behind the building when vacating the premises. A key to the dumpster is provided for the day of the rental.
12. Any spilled food/liquids should be cleaned up immediately prior to securing the facility at the end of the event. The facility shall be left in a clean and orderly fashion.
13. Failure to abide by the rules set forth above will result in the loss of my cleaning/security deposit as well as revocation and/or denial of future rental opportunities. Refund of the security/cleaning deposit is solely contingent upon the Town's evaluation of cleanliness and is not negotiable.
14. If the fire alarm is set off during the event and it is a false alarm, the Renter is responsible for the \$150 penalty, payable to the Town for remittance to the Pleasant Garden Fire Department.
15. Renter takes the Community Center "as is" and expressly releases the Town from any and all claims for personal injuries and/or damages of any kind arising out of renter's use of the facility. Renter also agrees to indemnify the Town and hold it harmless from any and all claims arising out of renter's use of the facility.