



Town of Woodfin Community Center

Rental Agreement & Policies

Renter's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ (c) _____ (h)

E-Mail: _____

Date Requested: _____ Time: _____ (am/pm) to _____ (am/pm)

Proposed Use of Facility: _____

Expected Attendance: _____ Number under 18: _____

Rental Fee	\$265	<i>Alcohol is not permitted at any rental in a Town facility</i>
Deposit	\$525	
Rental Total	\$790	

Security Deposit

A security deposit of \$525.00 is required for all reservations at the time of booking. Provided that no damage occurs, and the facility is left clean and orderly, the deposit will be refunded. The deposit can take up to two weeks for the issuance of the refund. Refunds are in the form of a check issued by the town. Refunds will be mailed to the address provided on the agreement form. Failure to return the key on the next business day after your rental will result in forfeiture of the deposit. If you cause damage to the facility and your deposit amount does not cover the cost of the repairs, you will be billed for those additional charges.

Reservations

Reservations of the Community Center will be taken on a first come first serve basis. Activities sponsored by the Town of Woodfin will be given scheduling priority. No activity may take place on or about the premises, which violate any ordinance of the Town of Woodfin. Reservations can be made up to six months in advance and are not confirmed until all fees are paid in full. The Town Administrator, or his or her designee, reserves the right to refuse any reservation based upon the proposed purpose, previous rental history, or any other factors affecting the use of the facility.

Alcohol

Alcohol is not permitted at any rental at a Town facility. If you have unauthorized alcohol at your rental, you will forfeit your deposit.

Town Access & Responsibilities

Town of Woodfin staff is authorized to have access to any activity at any time to ensure the activity is in compliance with the Town of Woodfin Community Center Policy and Agreement. Prior to your event date, the Town will make sure the facility and all its systems are operational, including, but not limited to: HVAC system, kitchen appliances, and the bathrooms are stocked.

Cancellations

Reservation cancellation requests made 15 business days or more prior to the rental may receive 50% of the rental fee and full damage deposit refunded. Reservation cancellation requests made 14 days or less will only have the damage deposit refunded.

Decorations

Decorations can only be taped (no nails, tacks or otherwise attached) to tables, walls, chairs or any other portion of the buildings or equipment. The use of confetti, glitter, paint, or any adhesives is prohibited and will result in the loss of your security deposit.

Signage

Failure to remove any and all signage associated with the reservation or activity may result in forfeiture of the deposit. You may not post any signs, flyers, etc. on any present municipal signage, street signs and/or utility poles. Any signage posted on the aforementioned will result in the forfeiture of your deposit.

Hours of Operation

Rental of the Town of Woodfin Community Center allows you access to the facility between the hours of 6:00 am and 12:00 am (midnight) the day of reservation. You will be allowed (2) additional hours from 12:00 am (midnight) to 2:00 am strictly for cleanup. The facility shall be cleaned and secured by the end of your event, on the date of the reservation. If found in the facility after hours and/or after the date of the reservation, it will result in the deposit being forfeited. If there is anything you need to report to Town Staff that occurred during your rental, please call Town Hall at 828-253-4887. If your rental occurs after business hours, Staff will return your call on the next business day.

Noise

Noise of such character, intensity, and duration as to be detrimental to the life or health of any individual is prohibited per **Town Ordinance 22-130 and 22-131**.

Other Rules & Policies

- Individuals are responsible for any personal items brought into the facility.
- Persons/groups are responsible for returning any town owned equipment, chairs, and tables to its designated area.
- Set up and take down for your event is your responsibility and is included in your rental time.
- All trash must be picked up, bagged, and placed in designated areas.
- The following are prohibited within or on the premises of any Town facility:
 - Smoking
 - Alcohol (beer, liquor, and/or wine)
 - All illegal drugs and other substances
 - Weapons of any kind, except for Law Enforcement Officers in the execution of their duties and public demonstrations as approved by the Town Administrator
 - Animals of any kind except for mobility assistance
 - Any type of behavior that is detrimental to the normal operations of the facility

Signature of Responsible Party: _____

Date: _____

Office use only				
Date Paid _____	Amount Paid \$ _____	Receipt # _____	Received By _____	
Check # _____	Cash _____	Credit Card _____	Reservation Calendar _____	Google Calendar _____