

CONTRACT FOR WALKERTOWN SERVICE ORGANIZATION RENTAL OF THE BOOE HOUSE WALKERTOWN, NC

- 1) Service organization rental reservations must be made seven days in advance and are subject to availability.
- 2) Service organization rental reservations cannot be made more than thirty days in advance.
- 3) The Booe House may be reserved for service organizations on the following days and times:
Monday through Friday 9 a.m. until 4 p.m.

Reservations will not be accepted on national holidays and other days at the discretion of the Town of Walkertown.

Service organizations may make reservations under the Walkertown Service Organization Booe House Rental Policy a maximum of two (2) days within a thirty day period.

- 3) There is no rental charge for qualifying service organizations to use the Booe House during the designated service organization reservation times. Prior to the first usage of the Booe House, each service organization must provide the Town with a completed service organization information form. Only non-profit organizations providing a public service to the Town of Walkertown qualify to reserve the Booe House under the Walkertown Service Organization Booe House Rental Policy. All other groups may make reservations under the Walkertown Resident or Non-resident Booe House Rental Policy.
- 4) The minimum rental time is two (2) hours. The maximum service organization rental time is four (4) hours with any requested rental time exceeding four hours requiring specific approval by the Town of Walkertown and subject to availability.
- 5) The rental area must be back to original condition and vacated by the end of the reserved time period.
- 6) Organizations failing to comply with the rules of the Booe House set forth by the Town Council may be denied future use of the facilities.
- 7) No alcoholic beverages allowed.
- 8) No pets allowed in the Booe House.
- 9) Changes to the reservation date and/or time must be made seven days in advance and is subject to availability.
- 10) Town of Walkertown portraits and photographs may not be removed from the wall.
- 12) Town of Walkertown decorative items may not be removed from shelves or cabinets.
- 13) Only Town of Walkertown employees may adjust the thermostat and gas logs settings.
- 14) Group size is limited to 49 persons.

DATE OF RESERVATION: _____

TIME OF RESERVATION: From: _____ **to** _____

TOTAL HOURS RESERVED: _____

My signature verifies that I am responsible for the group contracting to rent the area(s) specified and my signature verifies that I have read and fully understand this contract. My signature verifies that I agree to abide by the rules of the contract and all rules posted in the Booe House I understand that failure to abide by the rules of the Booe House could result in suspension from the Booe House or arrest, if warranted.

Organization name

Print name

Town Employee Signature

Signature Date

Street Address

City, State, Zip

Daytime Phone #

Evening Phone #

BOOE HOUSE

CLEAN-UP RESPONSIBILITIES

- 1) Before the end of the reserved time, straighten and clean up the rental area.
- 2) Please wipe off all chairs and tables used during the reservation with a damp cloth.
- 3) Sweep the floor. Brooms may be obtained from attendant on duty.
- 4) Leave the rooms in their original set-up.
- 5) Clean up spills and soiled areas with a wet mop as soon as they occur. Mops may be obtained from attendant on duty.
- 6) Clean up and wipe off the kitchen counter, sinks, and appliances.
- 7) Please do not dispose of grease and food in the sink.
- 8) Dispose of all trash in the trash cans located outside the side entrance door. Trash bags are provided by the Town of Walkertown.
- 9) Remove all food items and ice from the refrigerator and the kitchen.
- 10) Nothing is to be affixed to the walls, ceilings, or floors.
- 11) Report malfunctions of equipment immediately to a Town employee or attendant.
- 12) Clean-up should be completed to the satisfaction of the attendant on duty.
- 13) Personal gas grills or any type or size of cooker may not be brought in or used on Town Property.