

2009-2010 Coats Senior Center Rental Application

214 E. Park St. ^ P.O. Box 366 ^ Coats, NC 27521 (910) 897-4616 www.coats-seniors.org

The undersigned individual or group hereby makes application to rent the Coats Senior Center facility according to the requirements and conditions set forth.

RENTER NAME _____ ORGANIZATION _____

CONTACT PERSON (if different than above) _____

ADDRESS _____

EMAIL ADDRESS _____

PHONE NUMBER _____ ATTENDEES ESTIMATE _____

DATE/S FACILITY REQUESTED _____ NUMBER OF DAYS REQUESTED _____

TYPE OF EVENT _____

Please Check the Appropriate Rental Category:

Private Groups/Businesses/ & Non-Profit Organizations for Weekends (Fri., Sat, Sun.)

Meeting Room (Johnnie R. Barnes Hall) including Kitchen & Marvin Johnson Hall

- ____ 0-4 hours.....\$75plus \$75 security deposit
- ____ 4+ hours..... \$125.....plus \$100 security deposit
- ____ Two Consecutive Days\$175.....plus \$125 security deposit
- ____ Three Consecutive Days\$275.....plus \$150 security deposit

Weekly Rentals (M-W) for Non-Profit Organizations and Clubs

Meeting Room (Johnnie R. Barnes Hall) including Kitchen & Marvin Johnson Hall

- ____ \$50 per week plus \$175 yearly deposit
- *Thursday Nights are not available at this time.

Monthly Rentals (M-W) for Non-Profit Organizations and Clubs

Meeting Room (Johnnie R. Barnes Hall) including Kitchen & Marvin Johnson Hall

- ____ \$175 monthly plus \$175 yearly deposit
- *Thursday Nights are not available at this time.

RELEASE OF LIABILITY

In consideration of the permission granted to use the requested corporation property, the undersigned discharges and releases the Coats Senior Center from all claims, demands or liability whatsoever which we may now have or hereafter have, as a result of use of the premises on the listed rental dates. Additionally, the undersigned has read, understands, and accepts fully the conditions and requirements for the rental of the Coats Senior Center facility.

Signature of Renter _____ Date _____

Approved By(_____)/Date: _____

COATS SENIOR CENTER FACILITY APPLICATION AND RENTAL AGREEMENT

The following are the requirements and conditions for rental of the facility:

1. A \$_____ security deposit is due at the time of reservation. This deposit will be fully refunded if and only if the building is left in acceptable condition following the event/s. ***Deposit amount depends on rental option.***
2. Non Profit organizations may be asked to provide certification of non-profit status.
3. Permission to use the Senior Center is at the discretion of the Senior Center Director.
4. The facility will be rented and used only during permitted hours. Private functions will not be allowed during the Center's operating hours, which are 8:30 am to 4:30 PM Monday thru Friday during winter hours and 9:00 am to 5:00 PM Monday thru Friday during summer hours.
5. Center functions have priority over all other events.
6. The tables, chairs, and other furnishings must be returned to their original location on the premises. Renter's Checklist must be completed, signed, and returned with key.
7. Persons responsible on the behalf of the renting organization must be 21 years of age or older and present a positive identification.
8. No alcoholic beverages may be consumed on the premises. Smoking is prohibited inside the building.
9. The application for rental must be submitted to and approved by the Senior Center Director. If approved, the rent must be paid at least two weeks prior to the indicated date and time of use. If the reservation is cancelled more than 24 hours in advance, the Senior Center Director may, at his/her discretion, grant a full or partial refund.
10. At this time, only checks will be accepted from approved sources. All other transactions—cash.
11. The renter(s) shall be responsible for damage to any property in the rental area and/or for any injuries that might be sustained by any members of the party during the gathering, or as a result thereof.
12. There will be a \$15 fee for lost key and/or if lights are left on.
13. The premises must be evacuated by all members of party by 12 midnight.
14. Kitchen Rental includes use of utensils, oven, and sinks. No food is to be stored in refrigerator.
15. All trash must be properly bagged and deposited and placed in site trash bins. Full trash bins must be moved to the area by the aluminum recycle bin. **DO NOT THROW TRASH IN THE ALUMINUM RECYCLE BIN!**
16. Floors must be mopped with approved solution. **NO CLOROX. COLD WATER ONLY.**
17. Scuff marks must be removed from floor.

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