

# Town of Pittsboro Community House – Facility Use Contract



Name of Renter	
Organization	
Address	
City, State & Zip	
Phone	
Email	

This contract entered into between \_\_\_\_\_, administrator for the Town of Pittsboro, party of the first part, and \_\_\_\_\_, party of the second part, representing the \_\_\_\_\_ for the use of the Community House on \_\_\_\_\_ date, for the purpose of having a \_\_\_\_\_.

Such use is restricted to the hours of \_\_\_\_\_ to \_\_\_\_\_.

Check the following statements to acknowledge the terms:

- Party of the second party acknowledges receiving a copy of the rules and procedures and assures party of the first part that compliance with same will be accomplished understanding that any violation may result in denial of future use of facilities.
- A security deposit of \$75.00 (Community Building Rental) will be provided by the party of the second part along with other applicable fees. This deposit will not be refunded if any damage, misuse, or abuse occurs during use by party of the second part. This includes leaving the facility or adjacent grounds in an untidy fashion, unsecured, lights, heat, or appliances on, etc. Otherwise the security deposit will be refunded when key is returned.
- Fees for use of facility will be \_\_\_\_\_, payable when facility is reserved. The facility is **not considered reserved until all fees are paid**. Fee will not be refunded unless cancellation of utilization of the facility is submitted to party of the first part 48 hours in advance.
- The renter agrees to indemnify and hold the Town harmless from all claims arising out of its use of the facilities permitted therein. Unless otherwise expressly agreed, the Town is not a sponsor of or responsible for the use of the facility permitted herein.

This contract is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_

Signature First Party/Title

Signature Second Party/Title



Deposit returned on \_\_\_\_\_ (date) by \_\_\_\_\_.

For office use only:

Amount of total fees collected (excluding deposit) on date above: \_\_\_\_\_

Amount of deposit collected on date above: \_\_\_\_\_

Initials of Town representative: \_\_\_\_\_

Key # issued: \_\_\_\_\_

Talley for Multiple Use Rentals at Lower Rate\*

# of Uses	# of hours per use	Fee per use	Date Reserved	Fees Collected	Key # Issued	Receptionist's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

*\*If renter does not use at least 10 rentals per calendar year their fees will retroactively revert to the standard rate. Rental of the Community House will be banned for those with an outstanding balance due.*

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

## Rules & Procedures

The rental is subject to availability and is based on 1-3 hours of use (per use per day) and at an hourly rate thereafter.

Deposit required: \$75.00

Base rate: \$65.00 per use per day and then \$20.00 per additional hour.

Scenario 1: You have a party that will last 3 hours but you'll need one hour to set up and one hour to clean up. Your total rental fee will be \$105 for 5 hours.

Scenario 2: You have a meeting that lasts only one hour. Your total rental fee will be \$65 for the base 1-3 hour fee.

If reserved for 10 or more days per year the rate is \$45.00 for the first 3 hours each use and then \$15.00 for each additional hour.

Scenario 3: You reserve 10 dates in advance at the lower rate, at 5 hours per use. Your rental fee will be \$75 per each rental. (\$45 for the initial 3 hours then \$30 for the next two hours)

Scenario 4: You reserve 10 dates in advance at the lower rate, at \$45 per use. After five classes you determine that you won't attract enough clients to sustain your class. You opt to cancel your class. Your first five classes will be retroactively billed at the standard \$65/use rate and the difference between the standard and discounted rate will be due upon key return. The security deposit can be withheld by the Town to recover these fees.

Renting party is responsible for leaving the building and grounds in clean, working condition and returning all keys before deposit is refunded. **All deposits will be kept if the building and ground are not left in clean working condition or any other terms of the contract are not kept.**

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.**

The Community House rental will come with at least:

50 banquet chairs

5 folding tables

The kitchen is a catering kitchen only with operating sink and no appliances.