

Laurel Hill Community Center

Application For Use of Facilities

(Please fill out & return with deposit to - PO Box 1668* Laurinburg, NC 28352
(910)277-2585

Renter Info:

Person or Organization Using Facility: _____

Address: _____ **Cell #:** _____

City: _____ **State:** _____ **Zip:** _____ **Home #:** _____

Email: _____

Event Info:

Purpose for Requesting Facility: _____

Date Requested: _____

Event Time: (Please Include Your Set Up & Decoration Time)

Arrival : _____ **Departure:** _____

Total Number of Hours: _____

Number of People Expected: _____

Type of Group:

- Non Profit Religious
- Political Private

Will admission be charged?

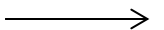
- Yes No

If yes, what will it be used for?

	Available For Rent: (Check One)	Deposit Required At Time Of Reservation	Fee Details	Total Fee
	Auditorium	\$100.00	\$100 / 3 Hours	\$
			\$25.00 x _____ # Of Additional Hours	\$
Classroom				
	Home Ec Room	\$50.00	\$20.00 x _____ # Of Hours	\$
	Science Room			
	Typing Room			
	Band Room			
	Gymnasium <small>(Use must be coordinated with P&R Athletics Staff)</small>	No Deposit Required	\$30.00 x _____ # Of Hours	\$
Total Amount Due				\$

Facility Rules

- Renter must be 21 years of age or older to reserve any portion of Laurel Hill Community Center.
- **Time requested includes all time needed to set up and clean up.** The building will open & close at time specified above. **Building closes at midnight. No early entry permitted.**
- Abide by "NO ALCOHOL/DRUGS" on premises.
- Fee is due 5 working days before event or event will be cancelled and deposit refunded.



- **Deposit must be paid at time of reservation.** No reservations will be taken over the phone unless paying with debit or credit card.
- No cooking is allowed inside the building. No kitchen supplies are included in rental such as utensils, dish cloths, etc. Please remove all items that are brought into the building by the caterer or renter. Anything left in building will be discarded.
- A \$30 Service Charge for returned checks.
- Rent includes set-up of tables and chairs as outlined by renter. Any changes once outline has been submitted will be the responsibility of the renter.
- Renter is to remove all decorations and place in supplied trash bags.
- Auditorium rental includes access to restrooms. If use of a classroom is required, hourly rental is available.
- Events deemed inappropriate for facility may be denied. Events open to the public with 150 or more attending will follow Major Events policy.
- NO FOOD OR DRINK ALLOWED IN AUDITORIUM.
- NO REFUNDS.

Set Up:

Classroom will be set up for the number of expected guests. Please specify if special set up is needed, otherwise building supervisor will set up best way. Number of available chairs - 56; tables - 13.

Tables & chairs for all guest _____ Food tables _____

Tables & chairs for some guest _____ Chairs Only _____

LIABILITY WAIVER:

I, the undersigned, do hereby release and forever discharge Scotland County Parks & Recreation from and against any and all liability and responsibility for any injury, illness or sickness which may result from my usage of this Park or Facility. I hereby further agree to indemnify and hold harmless Scotland County Parks & Recreation, it's agents, officers, and employees from any and all liability and responsibility in such regard.

Signature _____ **Date** _____

Office Use Only

P & R Employee _____ **Date** _____

Payment Type: Cash Check Debit Credit **Amount Paid** \$ _____
(Circle One) # _____

Entered In Calendar Book