



# East Lincoln Community Center Event Room Reservation Form

		Resident		Non-Resident
Event Room Half Day (w/Staff)		\$150.00		\$200.00
Event Room Full Day (w/Staff)		\$300.00		\$400.00
Required Room Setup	X	\$100.00	X	\$100.00
\$50 Deposit Due w/reservation				

**Event Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

*\* Reservation must be made at least 7 days prior to event.*

**Group Name:** \_\_\_\_\_ **Number in Group:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

*\*Contact will be responsible for ensuring all rules and policy items are followed.\**

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

In making this park available to sponsors and the general public, Lincoln County, its Officials and employees, and the local committee or board regulating this facility shall be held harmless and shall assume no responsibility or liability for any loss or damage which may occur upon the premises of the building and grounds during the use of the premises as governed by the policies and procedures.

I have read the policies and procedures for the Center, and hereby agree to abide by these.

**Payment must be received within 7 days of making reservation or  
reservation may be canceled.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return Completed Form to**

East Lincoln Community Center  
8160 Optimist Club Rd.  
Denver, NC 28037

**Or mail to:**

Lincoln County Parks & Recreation  
P.O. Box 25  
Lincolnton, NC 28093

OFFICE USE: Date Received: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_

## Lincoln County Parks and Recreation East Lincoln Community Center Checklist

Name: \_\_\_\_\_

**Please read and initial the following and return with completed application:**

- \_\_\_\_ May enter center ONLY on the day of the reservation (8:00am-11:00pm).
- \_\_\_\_ Renters must clean and remove all trash and personal belongings (food, equipment, decorations, etc.) by the end of the day of your reservation. You **may not** clean up the following day.
- \_\_\_\_ No alcohol, weapons, or fireworks etc allowed on premises.
- \_\_\_\_ No smoking.
- \_\_\_\_ The sale of goods, merchandise or services is prohibited.
- \_\_\_\_ All food for events/gatherings must be prepared before arriving.
- \_\_\_\_ Collect and bag all trash (inside and outside) and remove from both the building and the grounds.
- \_\_\_\_ Wipe all tables with a damp cloth.
- \_\_\_\_ Check restrooms and flush commodes.
- \_\_\_\_ Remove all decorations. No tape, tacks, nails, glue, etc. are to be put on the walls, windows, floors, doors, light fixtures, heat vents, curtains, etc.
- \_\_\_\_ Sweep floors. Clean and spot mop any spills.
- \_\_\_\_ Users must check out with staff before leaving Center
- \_\_\_\_ I have read and agree to all policies and procedures.
- \_\_\_\_ Failure to follow any policy or procedure will result in loss of deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff: \_\_\_\_\_