



Community Building Use Application

Fee (Lincoln County Resident)

\$100 + \$100 Refundable Key Deposit

Fee (Non-Resident)

\$150 + \$150 Refundable Key Deposit

Building: _____

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 park, 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

Lincoln County Parks & Recreation
302 N. Academy St.
Lincolnton, NC 28092

Or mail to:

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

OFFICE USE: Date Received: _____
Fee Paid: _____
Key Deposit Paid: _____
Refund Given: _____

Signature: _____ **Date:** _____ **Key #:** _____ **Staff:** _____

Key Sign-Out

Date: _____ **Staff:** _____

Key Sign-In

Lincoln County Parks and Recreation Community Building Facility 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.
- ____ Break down tables and chairs and return to stored position.
- ____ No alcohol, weapons, or fireworks etc allowed on premises.
- ____ No smoking.
- ____ The sale of goods, merchandise or services is prohibited.
- ____ Collect and bag all trash (inside and outside) and remove from both the building and the grounds.
- ____ Clean the sinks and oven, remove everything from refrigerator.
- ____ Wash and clean all utensils or items used.
- ____ Wipe all tables with a damp cloth.
- ____ Clean restrooms and flush commodes.
- ____ Turn off all running water. Check faucets and 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. Hooks have been installed around the room to use for hanging lights or decorations.
- ____ Leave furniture as you found it. Please do not slide furniture or roll it on edge across the floor.
- ____ Sweep and mop floors. Stand wet mop to dry.
- ____ Turn out all lights.
- ____ Make sure all doors are locked.
- ____ 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: _____

Revised July 2023