



City of Conover

Number _____

APPLICATION CONOVER COMMUNITY ROOM RESERVATION

I hereby certify that I have read the Conover Community Center regulations, and agree to the rules regarding the rental and use of the Community Room. I will assume responsibility for the Center as stated in said regulations during the period reserved by me. I also understand that the City of Conover reserves the right to cancel my reservation, and refund my money, should there be unforeseen circumstances, which would make my reservation date unavailable. (Example: Governmental activities or construction work will take precedent.)

(Name)

(Conover Street Address)

(Mailing Address)

(Telephone Number)

Reservation Date: _____

(Day of Week)

(Time)Start & End

Reserved for: _____

Attending

(Event) **(Not to exceed four (4) hours at a time)**

**(Fire Code - Not to Exceed 125 (Tables & Chairs)
275 (Chairs Only)**

Application Date: _____

Signature

FOR OFFICE USE ONLY:

DEPOSIT (Refundable)	Amount	\$ _____
Community Room (Rental Fee & Set-up fee)	Amount	\$ _____
\$200 (4hrs - \$50- add'l hr)	TOTAL DUE	\$ _____

Reservation Approved _____

Deposit Received \$ _____

Deposit Refund \$ _____

Check # _____ Cash _____

Check # _____ Cash _____

Date: _____

Date: _____

NOTE: _____

Deposit Forfeited for: _____

Date: _____

Community Room Rules and Information

The Community Room holds 125 people with tables and chairs, 275 people with chairs only, and 385 people for standing room only events. Room rental includes 130 chairs and 16 60" round tables. A kitchenette with refrigerator, sink and microwave are also available for use. At this time, the room is not available for rent on Sundays or Mondays.

Before approval, an application for use of the facility must be completed and signed by a responsible person, age 21 years or older, who shall be a resident of Conover. You must have 48 hours notice to rent the room. For more information or to book a rental contact Brittany Lineberger @ 828-464-1191.

Fees:

\$100 Security Deposit (*Refundable if room is clean*)

\$200 for four hours - \$50 for each additional hour

\$50 Set-Up (*2 hours on night before event, if available*)

Rules and Regulations:

1. The deposit covering the use fee will not be refunded unless a reservation is canceled five (5) days prior to the scheduled use or use of the facility is prevented by an act of God.
2. Setting up tables requires the assistance of two or more people in order to prevent dropping or breaking. Any damage to property whether intentional or accidental shall be the responsibility of the applicant. Damages must be reported to the City Finance Director who will advise as to the procedure for settling the damages.
3. Fortune telling, palm reading, related activities, and any other activity not complying with Federal, State & local laws are prohibited. Burlesque shows are prohibited.
4. Games of chance are prohibited. This does not apply to the awarding of prizes when there is no charge for participation and/or when only donations are made voluntarily.
5. Parking is not permitted on grassy areas, sidewalks or patio area. Parking is only permitted in designated areas.
6. Activities shall cease at 10:00 p.m. unless otherwise authorized on the application. Doors shall remain closed except for entering and exiting.
7. Decorations are not permitted on the walls or ceiling.
8. Alcoholic beverages are prohibited inside or outside the building. Smoking is prohibited. Music is allowed.
9. City owned equipment shall not be removed from premises.
10. City assumes no responsibility for any property left unattended.
11. All permits are subject to cancellation at the discretion of the City.
12. Persons using the Center shall refrain from unnecessary loud noises. Before leaving the Center, all refuse must be cleared and deposited in the rollout containers provided. Floors and kitchen shall be cleaned, lights turned off, and doors closed.
13. The police officer on duty may at any time vacate the Center and close the activities if found to be carried on in violation of the above regulations. All fees and deposits shall be forfeited.