



APPLICATION & RENTAL AGREEMENT FOR  
SUMMERFIELD COMMUNITY CENTER

Summerfield Community Park’s Community Center Building can be rented from 8am to 10pm, seven days a week. Rental rates are based on the applicant’s town resident status and rates are higher for those who reside outside of the town’s corporate limits.

**Building use requires a rental agreement and a minimum three-hour rental. A damage deposit is required if request is made 30 days prior to event date and will be applied as partial payment to applicable rental charges. If an event is cancelled before 30 days prior to the event, the damage deposit is refundable; otherwise it is non-refundable. The town also reserves the right to recover damages in excess of the damage deposit. A seven-day notice is required to schedule all rentals.**

APPLICANT INFORMATION	
Applicant/Renter:	Organization:
Mailing address:	
Email:	
Phone:	Alternate phone:
driver’s license number or other form of picture ID: <i>*copy required – this info is confidential and will not be released to the public. Renter must be 21 years or older.</i>	

EVENT INFORMATION	
Date of event:	Times requesting ( <i>allow for set-up and clean-up</i> ):
Type of event:	
Number of attendees:	
Estimated number of vehicles:	
Will there be amplified sound? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, provide details.	
Will vendors be on site? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, provide details.	
Will the oven be used? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, provide details.	
Additional notes, needs, requests, etc.:	



PARKS & RECREATION DEPT.



**FEES & CANCELLATIONS** *(The town has the right to waive fees at the discretion of the Parks & Recreation Director.)*

<p><b>Fees</b></p> <ul style="list-style-type: none"> <li>• resident rate (3-hr block).....\$150</li> <li>• resident rate (6-hr block).....\$225</li> <li>• resident rate (all day, 8am-10pm).....\$325</li> <li>• non-resident rate (3-hr block).....\$200</li> <li>• non-resident rate (6-hr block).....\$325</li> <li>• non-resident rate (all-day, 8am-10pm).....\$475</li> <li>• damage deposit (required 30 days prior to event).....\$50</li> </ul>	<p><b>Note:</b> Cancellation due to severe weather or some other “act of God” will not incur a charge if the event does not begin and as long as notice is provided to the town, (336-643-8655). If the event begins but is shortened due to severe weather or some other “act of God,” then all fees apply unless shut down by town staff or emergency services personnel to protect life or property.</p> <p>- A 7-day notice is required to schedule rentals.</p>
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<p><b>Cancellations</b></p> <ul style="list-style-type: none"> <li>• 30 days or more before event.....full refund of rental and deposit</li> <li>• between 29 and 8 days before event.....50% refund of rental and full refund deposit</li> <li>• less than 7 days before event.....100% forfeiture of rental and deposit</li> <li>•</li> </ul>	
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A damage deposit is required to schedule any date farther out than 30 days prior to an event and it will be applied as a partial payment to the applicable rental charges above. If an event is cancelled before 30 days prior to the event, the security deposit is refundable; otherwise it is non-refundable. The town also reserves the right to recover damages in excess of the damage deposit.

**General Rules and Procedures for the Use of a Summerfield Community Park Facility**

The following rules shall regulate the use, occupancy, and conduct of persons in or upon all parks or park property within the town limits of Summerfield. Failure to adhere to any rule or regulation may result in removal from the facility for the day and/or for an extended period of time.

**Town park facilities are not available for the following purposes:**

1. commercial use (prepared, done, or acting with sole or primary emphasis on profit) without prior consent of Parks & Rec Director;
2. disruptive events, such that would interfere with other park activities; or,
3. classes or events demonstrating or using weapons, firearms, or other hazardous materials to include but not limited to, flammable fuels, poisons, etc.

**Specific Rules and Procedures for Summerfield Community Center**

1. When not in use for town-sponsored or co-sponsored activities, facility may be rented in accordance with established rules, regulations, policies, and procedures. Reservations will be accepted first come first serve and is available for use from 8:00am until 10:00pm. Rental of the Community Center does not constitute rental of any other facility (shelter/amphitheater/etc.).
2. Renter must be 21 years of age or older and on-site during entire reservation time. Renter is responsible for abiding to room capacity limit established by the county.
3. Renter is responsible for the building and all equipment used during reservation time.
4. Rental fee will be determined at time of reservation. View the Fee and Cancellation chart above.



PARKS & RECREATION DEPT.



5. See chart above for cancellation policy. There is a \$25.00 charge for all returned checks.
6. Illegal drugs, gambling, solicitation, smoking, pets, or alcoholic beverages are NOT permitted. If a renter is found in violation of this clause, the event will be terminated immediately. Flagrant misuse of building will result in forfeiture of future reservation privileges.
7. Excessively loud music is not allowed in the facility.
8. Renter is responsible for arrangement set-up and tear-down, activity supervision, and orderly conduct of all persons involved with the reservation.
9. **Decorations shall not be attached to walls, ceilings, or floors without approval.** No permanent changes are allowed. No bolts, screws, nails, tape, or tacks shall be placed on walls, floors or fixtures, inside or out. Glitter, confetti, and **candles** (unless battery or electric) is prohibited.
10. Banners, tents, inflatables, or concession operations are not permitted.
11. The building **MUST** be left in the same condition, or better, at the time of rental.
12. Return all tables and chairs to storage room, placing them neatly in their original stacks. Turn off lights, close doors, empty trash cans, replace trash can liners, and carry all trash to the back of the building where trash carts are located. Wipe down all counter tops in kitchen and bathrooms. Sweep floors. Building is to be left clean for the next renters use. Return thermostat to 75 degrees during Summer and 60 degrees during Winter. All furniture is to be lifted, not pushed or rolled across the floors.
13. Remove all food and beverages from the premise at the end of the rental.
14. No furniture or equipment is to be removed from the Community Center Building.
15. Renter is responsible for reserving adequate time for set-up and clean-up, when requesting time. **Please read all instructions and times from the check-in email provided.**
16. All events must end by **10pm**. Requests for events ending later must be made, at least 30 days before event, and approved by the Parks & Recreation Director.

I, \_\_\_\_\_ *have read the rules and understand that:*

*if I fail to comply with these contract conditions, the event may be terminated and I may be refused future use and/or reservation privileges. As stipulated in the text of this contract, if the event is prematurely terminated, I will forfeit the rental fee and if there is damage or unclean conditions at the event site when the event is terminated, I will also forfeit the deposit. I also understand that the rules and procedures memorialized in this document are subject to interpretation by the Parks & Recreation Department and/or officers representing the Guilford County Sheriff's Department, if necessary. I agree to hold the Town of Summerfield and its employees, representatives, or agents harmless for any damage, injury, or loss of property. I have read this Rental Agreement and agree to all terms and conditions detailed herein.*

Signature of applicant/renter \_\_\_\_\_ date \_\_\_\_\_

Signature of town staff \_\_\_\_\_ date \_\_\_\_\_



SUMMERFIELD COMMUNITY CENTER  
CLEAN-UP CHECKLIST

APPLICANT INFORMATION	
applicant/renter:	organization:
mailing address:	
email:	phone:

**Renters of Summerfield Park and Recreational facilities must clean the rented facility prior to their departure from the site. This checklist must be returned to the Parks & Recreation Director no later than seven (7) days after the event or the rental.**

COMMUNITY CENTER CHECKLIST
<input type="checkbox"/> floors cleaned <input type="checkbox"/> tables and chairs returned to storage room, wiped down and neatly in original stacks <input type="checkbox"/> trash placed in appropriate containers located behind the Community Center <input type="checkbox"/> all food and beverages have been removed (from refrigerator, stove, and microwave) <input type="checkbox"/> counters have been wiped down <input type="checkbox"/> decorations removed from facility (removing string, any other means of attaching decorations must also be removed – staples, tacks, nails, tape aren't allowed) <input type="checkbox"/> thermostat returned to 75 degrees during Summer and 60 degrees during Winter <input type="checkbox"/> all lights turned off at end of event <input type="checkbox"/> doors closed and locked
additional comments:

*I understand that by signing I am confirming that all items on the checklist have been attended to and the facility is clean, in good repair, and ready for the next user. If not, I will forfeit any future use of the building.*

Signature of applicant/renter \_\_\_\_\_ date \_\_\_\_\_

Signature of town staff \_\_\_\_\_ date \_\_\_\_\_