

# City of Pineville

## Community Building User Agreement

Facility Use Fees: \$75.00 (1-4 hours), \$100.00 (5-8 hours), and \$125.00 (9 Hours +)  
**Non- Profit** flat rate of \$25.00

**If you would like internet access there is an extra \$5.00 charge.  
\$20.00 charge for laptop with projector remote, \$10.00 refund when returned**

Community Building reservations are made on a first come first serve basis. Half of the deposit is due at time of reservation and is non-refundable. The City of Pineville usage may cause the facility to be unavailable for use.

Name of Applicant/Organization: \_\_\_\_\_

ACTIVITY OR EVENT \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Numbers (w): \_\_\_\_\_ (h): \_\_\_\_\_

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

Date(s) Desired: \_\_\_\_\_ Hour(s): \_\_\_\_\_ to \_\_\_\_\_

Day of the Week \_\_\_\_\_ Copy of Driver's License: \_\_\_\_\_

Community Building Rules:

- 1. No alcoholic beverages are allowed on the premises. A \$500.00 fine will be assessed if alcohol is found to have been used on the premises.**
- 2. No smoking in the building.**
- No damage of any kind or description will be committed upon the building or any of its contents by any person(s) in attendance. Any damages to the building or its contents will be billed to applicant.
- City of Pineville reserves the right to cancel any scheduled use of the Community Building if operations should require it. In such a case, every reasonable effort will be made to provide adequate notice.
- No nails, staples, push pins, tape or tacks will be used in decorating the room.**
- The building must be cleaned after use on the day it was used.**
- No animals allowed inside or outside of the building.

- 8. No POLITICAL SIGN left on property.
- 9. Keys may not be picked up more than 1 day prior to using the building and must be returned within 1 day after using the building.
- 10. NOTHING WILL BE ALLOWED ON THE WINDOWS OR GLASS, NO SUBSTANCES OF ANY TYPE WILL BE ALLOWED ON THE WINDOWS OR GLASS FOR ANY REASON. APPLICANT WILL BE RESPONSIBLE FOR CLEANING!!!

**1. User agrees to: Initials**

- a. Kitchen must be cleaned. Dishes washed and put away. \_\_\_\_\_
- b. Remove all decorations and return all furniture to the original placement. \_\_\_\_\_
- c. Floors: Clean any spills immediately, pick up litter, sweep \_\_\_\_\_
- d. Flush all toilets and turn off all lights. \_\_\_\_\_
- e. Clean all tables. \_\_\_\_\_
- f. Return heat and air settings to original setting. \_\_\_\_\_
- g. Check that all doors are locked \_\_\_\_\_
- h. Clean fingerprint smudges from windows \_\_\_\_\_

**All customers using the Community Center will provide a copy of a credit/debit card to be on file for incidentals.**

**If the building is left unclean a minimum fee of \$150.00 will be charged to the card. If the City finds any damages to the building a minimum fee of \$250.00 will be charged to the card on file.**

By signing this agreement, I agree to hold harmless and indemnify the City of Pineville for any person(s), whose property may be within the building, for loss or damage to such property caused by any person(s) in attendance for the use noted above, or for any damage or injury arising by reasons for the use noted above.

Penalty for failure to pick up key during business hours will have a minimum fine of \$25.00.

**The building is monitored by closed circuit cameras 24 hours a day!!!**

I agree to the conditions outlined in the Pineville Community Building User Agreement.

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

Facility Fee \_\_\_\_\_ Deposit Amount \_\_\_\_\_ Date \_\_\_\_\_

Payment Method Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

Final Payment \_\_\_\_\_ Date \_\_\_\_\_

Payment Method Cash \_\_\_\_\_ Check \_\_\_\_\_ Card \_\_\_\_\_ Key # \_\_\_\_\_ Date \_\_\_\_\_