



**DENTON CIVIC CENTER**

**Rental**

Rental Fee \$50.00      \_\_\_ Paid

Deposit \$100.00      \_\_\_ Paid

Deposit will be refunded if facility is in the same condition as it was upon your arrival. The renter will receive the Deposit back when the completed End of Event Checklist & Keys are returned to Town Hall (ID required).

Name \_\_\_\_\_

Date(s) Reserved \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

NC Driver License # \_\_\_\_\_

**Agreement**

I understand that I am responsible to leave the Denton Civic Center in the same condition as it was upon my arrival. If no damage is found, I will receive my deposit of \$100.00 back. If damage is found, I will forfeit my deposit and I am responsible for the cost of fixing any damages incurred.

I understand the Town of Denton is not responsible for the loss or damage of any items or equipment left in or on the premises.

I understand I am responsible for and will adhere to the following rules:

- Return the thermostat to its original setting, if changed during my event.
- You must supply your own trash bags, paper towels, toilet paper and cleaning supplies
- Mop up any spills
- Tables and chairs are to be wiped down and returned to original places.
- Floor is to be swept.
- All trash, including bathroom cans, will be emptied, bagged and taken outside and put in trash cart.
- All lights turned off. (Blue lid=trash, Green lid=recycle)
- All doors locked.
- Do not touch/remove puzzles nor bulletin board items. These are property of Davidson County Senior Services.
- Hours of occupation are 7:00am – 10:00pm. The premises must be vacated 10:00pm – 7:00am daily.

*I understand and agree to the above rules and policies and will abide by them. I take full responsibility for the premises on the reserved date(s) noted above.*

X \_\_\_\_\_

**Return of Facility Keys, End of Event Checklist and Deposit**

Date \_\_\_\_\_

Print Name \_\_\_\_\_

ID verified by \_\_\_\_\_

Signature \_\_\_\_\_