



HOKE COUNTY PARKS AND RECREATION

423 E. Central Avenue, Raeford, NC 28376
phone (910) 875-4035 | fax (910) 875-1100

COMMUNITY BUILDING FACILITY USE AGREEMENT

CONTACT INFORMATION

Name:		Date:
Sponsoring Organization:		
Mobile Phone (required):	Email:	
Daytime Phone:	Evening Phone:	
Address:		Apt./Unit #:
City:	State:	Zip Code:

PAYMENT INFORMATION

Name:		Date:
Mobile Phone (required):	Email:	
Daytime Phone:	Evening Phone:	
Address:		Apt./Unit #:
City:	State:	Zip Code:

FACILITY INFORMATION

Day:	Date:
Start Time:	End Time:
<i>Please select a facility</i>	
<input type="checkbox"/> Stonewall/Dundarrach Community Building 119 Hall Road, Shannon, NC 28386	
<input type="checkbox"/> Allendale/Duffie Community Building 4640 South Old Wire Road, Red Springs, NC 28377	
<input type="checkbox"/> James Albert Hunt Community Building 2906 Blue Springs Road, Raeford, NC 28376	
<input type="checkbox"/> Rockfish Community Building 2749 Lindsay Road, Raeford, NC 28376	
<input type="checkbox"/> Tylertown Community Building 399 Doc Brown Road, Raeford, NC 28376	

Cameron Village Community Building 1690 Loop Road, Raeford, NC 28376

Please check the box after reading the statement below.

****User will not be able to enter the building until the user's scheduled date****

Ex. If the user is scheduled for the building on March 10, 2021, the user will not be allowed to enter the building until March 10, 2021, at 9 am unless otherwise given permission.

Nature of Event:

Expected Attendance:

Kitchen Use Required: Yes No

Stove Use Required: Yes No

AGREEMENT OF RESPONSIBILITY

I have received a copy of the Hoke County Parks and Recreation Department rules and regulations for the use of the community buildings listed above. I agree to abide by all rules set by the County of Hoke Parks and Recreation Department and within this agreement. I agree that I will be responsible for the conduct of my group, which has been granted the use of the above-named facilities, and shall conform to the official operating policies as established by the County of Hoke, and the Parks and Recreation Department. I further agree to reimburse the County of Hoke in full for the fee as agreed upon for the use of a park facility as well as all damage to the park facility. This includes but is not limited to; defacing of property, buildings or structures, or the natural state of the facility or park; failure to fully clean the facility, as assessed by the County of Hoke Parks and Recreation Department through its agents or employees following my use of the facility. Renters must give a two-week notice if not using the building after renting and signing the contract to receive a refund of the deposit.

Signature:

Date:

OFFICE USE ONLY

Event:

Event Date:

Fees Collected:

Receipt #:

Approved By:

COST

There is a \$200.00 deposit: \$150 is non-refundable and \$50 is refundable only if the building is left clean and undamaged. All deposits must be paid upon signing the contract. If the refund is approved, it will be sent to finance for processing and the user will receive a check within 2-3 weeks via mail.

RULES AND REGULATIONS

The Hoke County Board of Commissioners has passed the following regulations concerning the use of said building and grounds. By signing the community building facility use agreement, the signee agrees to abide by the following rules and regulations for the use of the aforesaid building and grounds.

1. No Hoke County Citizen may rent a community building for more than three consecutive days (Saturdays or Sundays) in a calendar year (January to December)
2. Rental time is from 9:00 am to 10:00 pm. All functions must be terminated and the building and grounds be vacated except by prior approval by the current Parks & Recreation Director or County Manager.
3. **The use of alcohol is prohibited in the building or on the premises of the building or grounds unless the user has a special permit issued by the NC ABC Commission.**
4. No use of the said building for personal gain or sub-renting by the contract holder. If a contract holder is proven to have sub-rented a building they will be banned from renting all Community Buildings.
5. Be responsible for any damages to the building, furniture, equipment, or furnishings contained herein.
6. Thermostat can be changed, once you leave the building the thermostat **MUST BE CHANGED BACK**
 - a SUMMER-75°
 - b WINTER- 60°
7. **Shall use hooks provided on ceiling and walls for decorations and not apply nails, staples, tacks, tapes, or screws to said building or furniture. *Do Not place anything on the walls as it will cause damage.***
8. Allow right of entry to the County Manager and any of his/her authorized agents at any time when the building is in use.
9. Utilize and pay for Law Enforcement or Security Company for on-site security for gatherings of over 25 people.
10. Leave said premises and grounds in a clean and orderly manner. Make sure the refrigerator is clean.
11. Turn the air conditioner off before leaving the Community building.
12. Utilize said building in an orderly and safe manner.
13. Adhere to the maximum occupancy of premises.
14. No weapons allowed on-premises.
15. For emergencies, the user shall provide a cellular phone on-site during use.
16. If a user request multiple dates in a calendar year a \$200 deposit will be required for each date.
17. User shall contact M. Bratcher (910-633-3881), McQueen (910-813-3530), S. Burrell (910-751-1908), M. Daniel (910-366-4366), K. Kershaw (910-992-7874), or T. Thompson (910-691-7984) in case of an emergency during function. ***On-call information will be provided when the user pick-up his/her key or designee. Courtesy calls will be provided at 9 am, 12 pm, and 3 pm to pick up the key. Pick-up days for the key will include business hours only. If the key is not picked up by the close of business, staff will not come out to bring the user a key. The user will qualify for a refund if the building was not used.***
18. ***Again, the user will not be able to enter the building until the user's scheduled date at 9 am.***

CLEANING PROCEDURES

After each event, the Community Building must be cleaned and arranged the way it was before the event. Community Buildings cleaning tasks include:

1. Collect all trash, remove it off county property, and take it to a designated solid waste area. **DO NOT** leave any trash in the building or on outside grounds.
2. Thoroughly damp-wipe available horizontal surfaces and chairs.

3. Clean all surfaces throughout the facility, removing fingerprints and smudges from the light switches, doors, etc.
4. Renter supplies all cleaning solutions including kitchen items, bathroom tissue, paper towels, and hand soap.
5. Meticulously clean and sanitize all restrooms. Sweep and wet mop floors with water only.
6. Completely clean all areas including tables, chairs, counters, sinks, stove, refrigerator interior and exterior, microwaves, etc.
7. Broom sweep/dust mop and wet mop all flooring with proper cleaning solution.
8. Immediately clean all equipment and clean out mop buckets and other cleaning gear. Rinse out all mops and hang to dry.
9. Use table cloths on tables.
10. Wet mops MUST be left outside on the handicap ramp to dry; do not leave them inside to dry.
11. Always clean the exterior ground around the building.
12. Inspect, close, and secure facility.

Covid- 19

The number of people who may gather indoors will be limited by the executive order in effect at the time of rental of the facility issued by Governor Roy Cooper.

I understand it is my responsibility to honestly and appropriately answer the Covid-19 screening tool at each visit.

Hoke County will take preventative measures to reduce the spread of Covid-19, but I understand the risks of possible exposure to COVID-19 and will not hold Hoke County or its Commissioners, officers, directors, agents, or employees, or their respective successors or assigns, responsible.

I acknowledge that COVID-19 has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. Hoke County has enacted preventative measures to reduce the spread of COVID-19. Hoke County, however, cannot guarantee that participants in the facility rental will not become infected with COVID-19. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk I, or my fellow guests during the facility rental, may be exposed to or infected by COVID-19 by participating in the facility rental.

To the best of my knowledge, I have no physical or medical condition that would prevent me from participating in the facility rental. I warrant that I, or my fellow guests during my facility rental, do not have any symptoms of COVID-19, including, without limitation, fever, cough, shortness of breath or difficulty breathing, chills, muscle or body aches; or have a suspected or confirmed diagnosis of COVID-19.

In consideration of being allowed to participate in the facility rental, I understand and agree that neither HCP&R of Hoke County, nor the County of Hoke, nor any person acting on behalf of HCP&R of Hoke County, nor the County of Hoke, may be held liable in any way for any event which occurs in connection with this facility rental, which may result in harm, death, injury or other damage to me. This waiver of liability does not waive liability for any injuries that I obtain as the result of willful, wanton, or intentional misconduct by HCP&R of Hoke County, the County of Hoke, or any person acting on behalf of HCP&R of Hoke County, or the County of Hoke.

I agree to comply with all rules related to the facility rental including policies related to social distancing and personal hygiene to help prevent the transmission of COVID-19. If I observe any unusual or significant hazard during my participation in the facility rental, I will stop participating and immediately notify the nearest official.

I agree to immediately notify HCP&R of Hoke County, or the County of Hoke if I or a member of my household, or one of my facility rental guests, receives a positive or presumptive diagnosis of COVID-19 within 14 days of my rental, and further agree to permit HCP&R of Hoke County, or the County of Hoke to notify those other persons with whom I or my guests may have had contact during my HCP&R of Hoke County facility rental, at HCP&R of Hoke County’s discretion, of the positive or presumptive diagnosis. Notwithstanding anything herein, HCP&R of Hoke County shall not share my name or other personally identifying information with any third party unless I give express written consent before such disclosure.

In agreement herewith, the undersigned hereby affixes his or her signature on the date shown below:

Date: _____ Responsible Individual Signature: _____

Witness: _____