

Rental of the Reidsville Housing Authority Community Building

Date ____/____/____

Name _____

Physical Address _____ Mailing _____

City _____ St _____ Zip _____

Telephone # _____ Cell # _____ Work # _____

Price to rent the Community Building on the weekend and holidays is \$200.00 plus \$50.00 deposit. During the week is \$100.00/day (unless a holiday falls on a week day) plus \$50.00 deposit. You must pay in cash before date will be reserved.

Date you are requiring building for ____/____/____ Time _____ a.m. or p.m.

List the occasion that you are requiring to rent the Community Building for: _____

Approximately how many people will be attending _____.

Please note the following:

- No Alcohol allowed on premises
- No Smoking in Community Building (Don't throw cigarette butts on the ground outside)
- Hours you can rent Community building for are: 8:00a.m –8:00p.m.
- There are to be no dancing parties permitted.
- You will have to provide your own cleaning supplies and paper products. A will be provided.
- Please wipe down the bathrooms, kitchen area, tables, and chairs.
- Take all garbage out to the dumpster beside the Maintenance Shop.
- Inspection will occur on Monday, deposits will not be available until Tuesday.
- Cancellations must be made a week prior to the reserved date in order to receive a full refund. Cancellations for a holiday must be made two weeks prior to the reserved date in order to receive a full refund. Any cancellations after will forfeit deposit. Refunds are to be collected within 60 days of reservation date.

I know I am responsible for cleaning and/or any damages that occur while I am renting the community building.

Responsible Renter

Housing Authority Representative

Deposit Refunded Yes No Date _____