

**TOWN OF WINGATE COMMUNITY CENTER**  
**Building Rental & Usage Guidelines**  
**Building Availability: 6 AM through 11 PM**

1. All rentals are on a first-come, first-serve basis. The full payment (including deposit and all fees) must be received in order to place a reservation on the calendar.
2. The reservation time must include all time required for setup and cleanup. The renting party will be billed \$100.00 per hour for each hour over the rental schedule.
3. Deposit and rental fees will be refunded minus \$25 if rental is cancelled at least (3) business days before reservation.
4. The facility key must be returned to Town Hall the next business day after rental. Failure to return the key during this period will result in the forfeit of the deposit.
5. Deposit will be refunded by mail within 14 business days, if facilities require no cleanup or repair. If there is excessive damage or the renting party has not met the cleaning requirements (trash not discarded, carpet stains cleaned, etc.), the renting party forfeits the deposit and may incur a bill for the difference.
6. The rental party will be billed for damages that exceed the amount of the deposit.
7. The rental party shall indemnify and hold the Town harmless from any damages or injuries incurred during, or as a result, of such use.
8. Maximum building occupancy is 96 people.
9. **Alcoholic beverages, tobacco products and the use of any such items are prohibited with the building and town park.**
10. All food and drink must be kept in the meeting room and kitchen area. No drinks or food will be allowed in the restrooms or storage areas.
11. **At no time should anything be taped or glued to the walls or windows of the facility.** With the exception of the chairs and tables, no attempt should be made to move or in any way alter the original position of any item in the facility.
12. Only Town of Wingate's employees should change, adjust, or modify equipment. We ask that you allow us to assist in the use of permanently installed electronic equipment, i.e. thermostats, sound systems, etc.
13. Community Center items (kitchen utensils, cleaning items, tables & chairs, etc.) should not leave the facility.
14. Confine your group to the building that has been rented. Do not enter private offices or other restricted areas. Do not congregate in the parking areas.
15. We reserve the right to have multiple rentals on any given day.
16. We reserve the right to withhold deposits based on the discretion or involvement of town staff.

**CLEANING REQUIREMENTS**

17. All trash must be disposed of in the large dumpster located in the park and NOT left outside of building. We do NOT provide trash bags.
18. The kitchen must be returned to its starting condition. We do NOT provide cleaning supplies or solutions.
  - a. All trash removed,
  - b. Floors cleaned,

- c. Countertops and stove cleaned,
  - d. All items removed from refrigerator
19. All carpet spills and floor spills must be cleaned up. If there is staining and it requires special cleaning or if there is permanent damage, your deposit may be forfeited and you may incur a bill for the difference.
  20. The restrooms must be cleaned and returned to their starting conditions.
  21. All decorations or other tabletop uses are removed and floors vacuumed.
  22. All items the rental party brings must be taken with them at the conclusion of the event. The Town of Wingate is not responsible for items left behind.

**Thank you for choosing the Town of Wingate's Community Center.**

**I have read and understood ALL of the rental and usage guidelines and requirements.**

**Signature of Lessee** \_\_\_\_\_

**Date** \_\_\_\_\_