

GRAHAM COUNTY BOARD OF COMMISSIONERS
RULES AND REGULATIONS FOR PUBLIC BUILDING USE

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ON THE DAY OF RENT, THE RENTER OF THE BUILDINGS WILL LEAVE THE SAID BUILDING AND PREMISES AROUND THE BUILDING IN A CLEAN AND SANITARY CONDITION AFTER USE. THIS INCLUDES TAKING OFF TRASH, SWEEPING FLOORS, AND MOPPING UP SPILLS.

1. ALL USERS OF THE BUILDINGS WILL BE PERSONALLY LIABLE FOR ANY DAMAGES DONE TO THE BUILDING OR EQUIPMENT IN SAID BUILDING DURING THEIR TIME OF USE.
2. ALL USERS OF THE BUILDINGS WILL BE RESPONSIBLE FOR CONDUCTING THEIR ACTIVITIES IN AND AROUND THE BUILDING IN AN ORDERLY MANNER; PREVENTING ANY TYPE OF PUBLIC DISTURBANCE OR DISTRUCTION.
3. ALL USERS OF THE BUILDINGS WILL BE POSITIVE THAT ALL UTILITIES IN THE BUILDING SUCH AS LIGHTS AND WATER ARE OFF BEFORE LEAVING THE BUILDING.
4. ALL USERS OF THE BUILDINGS WILL BE RESPONSIBLE FOR SECURING THE BUILDING AFTER EACH USE BY SEEING THAT ALL DOORS AND WINDOWS ARE PROPERLY LOCKED.
5. NO ALCOHOLIC BEVERAGES OF ANY KIND ARE TO BE OPENED OR CONSUMED ON COUNTY PROPERTY!!!
6. **KEYS MUST BE RETURNED ON THE FIRST BUSINESS DAY FOLLOWING THE DATE OF USE**, (To the County Managers Office) DEPOSIT WILL BE KEPT IF THE KEY IS NOT RETURNED ON SAID DAY, BUILDING IS NOT CLEANED ON THE DAY OF USE OR IF THERE IS ANY DAMAGES TO BUILDING.
7. NOTHING IS TO BE TAPED OR ATTACHED, IN ANY WAY, TO THE WALLS THAT COULD DAMAGE THE PAINT.
8. UP TO 10 COUNTY TABLES ARE AVAILABLE UPON REQUEST.
9. THE TABLES WILL BE CHECKED, BY A COUNTY EMPLOYEE, FOR DAMAGES AFTER EACH USE AND IF DAMAGES ARE FOUND THEN THE RENTER WILL BE BILLED FOR THE DAMAGES.

DATE RENTED _____ **HOLDS NO MORE THAN 100 PEOPLE**

	<u>RENT</u>	<u>KEY DEPOSIT</u>
COMMUNITY BLDG	\$100.00	\$ 150.00

SIGNATURE OF RENTER: _____
TELEPHONE NUMBER: _____
DATE KEY RETURNED _____