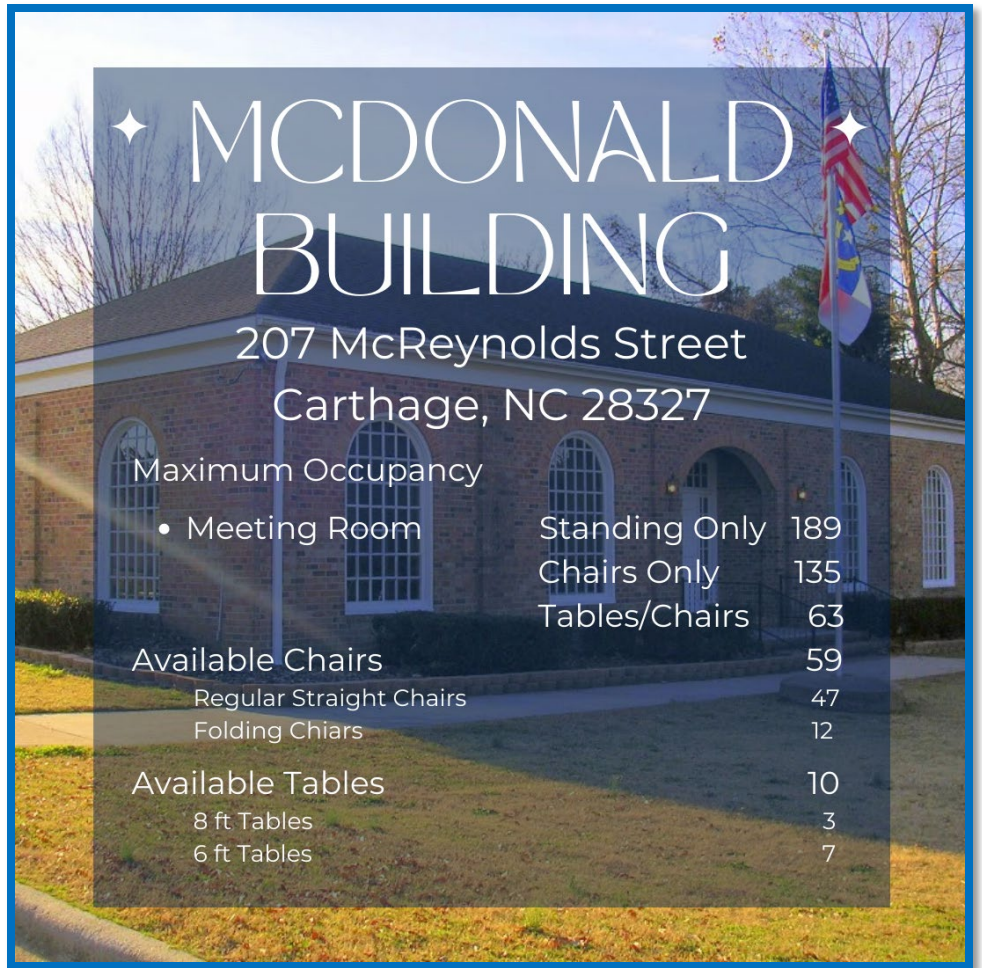




Town of Carthage

Public Building Rental Information



♦ MCDONALD BUILDING ♦

207 McReynolds Street
Carthage, NC 28327

Maximum Occupancy

- Meeting Room

Standing Only	189
Chairs Only	135
Tables/Chairs	63
Available Chairs	59
Regular Straight Chairs	47
Folding Chairs	12
Available Tables	10
8 ft Tables	3
6 ft Tables	7



♦ COMMUNITY BUILDING ♦

203 W. Barrett Street
Carthage, NC 28327

Maximum Occupancy

- Standing Only
- Chairs Only
- Tables & Chairs

Standing Only	206
Chairs Only	149
Tables & Chairs	69
Available Chairs	94
Regular Straight Chairs	21
Folding Chairs	73
Available Tables (Comined 8ft & 6ft)	10
8 ft Tables	3
6 ft Tables	7

Folmsbee



Town of Carthage

Public Building Rental

Information & Requirements

PUBLIC BUILDING RENTAL FEES (per the Town of Carthage Fee and Rate Schedule)

	In-Town Resident	Out-Of-Town Resident
McDonald Building	\$150 per day	\$200 per day
Community (Rock) Building	\$200 per day	\$250 per day
* Refundable Security Deposit	\$100 one-time fee	\$100 one-time fee
Alcohol Permit	\$50 one-time fee	\$50 one-time fee

SECURITY DEPOSIT & RENTAL INFORMATION

- You may be asked to provide proof of residency—such as driver's license, utility bill in your name, etc.
- * Deposits will be refunded after an inspection has been completed. ***Please see complete list of cleaning requirements and decorating restrictions.*** If additional cleaning is required or there are damages, the Town will keep the deposit to offset the cost incurred to clean and/or make repairs.
- Please allow 2-3 weeks for the refund of the security deposit to be processed and mailed to you.***

KEY PICK UP AND DROP OFF

- Unless otherwise specified, you may pick up the key for the building at the Town Hall (4396 Hwy 15/501, Carthage) the Friday before your scheduled event after 12:00 pm.
- The key is to be returned to the Water Payment Drop Box located beside the Police Department door on Sunday after you have completed all clean up. The Drop Box is checked every Monday at 8:00 am.
- If key returned after 8:00 am on Monday, you must bring the key into the Administration office where the key was picked up originally.
- Unless otherwise stated, you may begin decorating the space, if required, immediately upon picking up the key.

HELPFUL TIPS & INFORMATION

- All functions should be finished, and guest dispersed by 12 midnight.
- Bring your own garbage/trash bags. There are none provided inside the buildings.
- Bring your own paper towels and toilet paper. These items are not kept inside the buildings.
- If using the Community Building, ***please remember that Barrett Street is a ONE-WAY Street.*** Do not turn onto Barrett Street from McReynolds Street.
- Please be respectful of the neighbors. Do not block or park in private driveways. Keep noise levels to an acceptable level.

DECORATION RESTRICTIONS

- **ABSOLUTELY NO CONFETTI OR GLITTER!** These products are extremely difficult to remove from the old wood floors.
- If streamers, balloons, or other decorative items are hung from the walls or the ceilings, **they along with the adhesives, pins, staples, or any other material used to hang them, MUST be completely removed.**
- The stove, refrigerator, and microwave must all be cleaned and without any food left behind.
- All floors are to be swept and any spills are to be mopped and cleaned. Cleaning items such as a vacuum cleaner, broom, and mop will be found in the hall closet. **You must provide your own cleaning products.**
- ALL trash is to be removed by the renter. Please do not leave any trash, boxes, or food on/in the premises.
- All tables and chairs are to be returned neatly to the location they were found.

FAILURE TO COMPLY WITH THESE RESTRICTIONS MAY RESULT IN LOSS OF YOUR SECURITY DEPOSIT.

When you pick up the key, please do a walk-through of the building as soon as possible. If you find anything broken, out of place, dirty, or otherwise not in compliance with these restrictions and cleanliness standards, please take a picture immediately and email to Utilities@townofcarthage.org so that we have the time stamp of when it was found and you will not be held liable for any damages.

CLEAN-UP CHECKLIST (for your convenience)

- ☐ All trash bagged and taken away.
- ☐ All lights/fans are turned off.
- ☐ All decorations and adhesives/fasteners/attachments are removed.
- ☐ Please return thermostats to the following settings:
 - ☐ Heat at 68°F
 - ☐ Air conditioning at 78°F
- ☐ All doors/windows are locked and secured.
- ☐ Toilets are flushed and clean. All faucets turned off.
- ☐ All floors swept and all spills or messes cleaned and mopped.
- ☐ Tables and chairs are neatly returned to their original location.
- ☐ Kitchen is clean and in order. Make sure all appliances are clean and **oven/stove are turned off** before leaving the building.
- ☐ No food is to be left in the refrigerator, oven, microwave, or cabinets.
- ☐ Building, walkways, and yard are to be left clean, please.

§ 115C-527.

Use of schools and other public buildings for political meetings.

The governing authority having control over schools or other public buildings which have facilities for group meetings, or where polling places are located, is hereby authorized and directed to permit the use of such buildings without charge, except custodial and utility fees, by political parties, as defined in G.S. 163-96, for the express purpose of annual or biennial precinct meetings and county and district conventions: Provided, that the use of such buildings by political parties shall not be permitted at times when school is in session or which would interfere with normal school activities or functions normally carried on in such school buildings, and such use shall be subject to reasonable rules and regulations of the school boards and other governing authorities. (1975, c. 465; 1981, c. 423, s. 1; 1983, c. 519, ss. 1, 2; 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)

§ 163-99.

Use of schools and other public buildings for political meetings.

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MCDONALD BUILDING/COMMUNITY BUILDING RENTAL AGREEMENT

Date of Function: _____

Type of Function: _____

Name of Renter/Group: _____

Mailing Address: _____

Phone Number: _____

Email: _____

RENTAL RATES

Proof of residency may be required.

MCDONALD BUILDING

- | | |
|---|--------------|
| <input type="checkbox"/> In-Town Resident | \$150.00/day |
| <input type="checkbox"/> Out-of-Town Resident | \$200.00/day |
| <input type="checkbox"/> Refundable Security Deposit: | \$100 |
| <input type="checkbox"/> Alcohol permit: | \$50 |

COMMUNITY BUILDING

- | | |
|---|-----------|
| <input type="checkbox"/> In-Town Resident | \$200/day |
| <input type="checkbox"/> Out-of-Town Resident | \$250/day |
| <input type="checkbox"/> Refundable Security Deposit: | \$100 |
| <input type="checkbox"/> Alcohol permit: | \$50 |

OFFICE USE ONLY

Building Rented: ☐ McDonald Building ☐ Community Building ☐ In-Town ☐ Out-of-Town

Total Amount paid: _____

Date paid: _____

Method of Payment: ☐ Cash ☐ Check ☐ Credit/Debit Card

Alcohol Permit Issued: ☐ Yes—\$50 Fee Paid

I agree to assume the responsibility for the use and care of the McDonald Building and/or the Community Building and agree to leave it clean and in order. I understand that I will be held libel for any missing, damaged or soiled property and agree to compensate the Town of Carthage for same.

The Town of Carthage accepts **NO** responsibility for damage or loss to any person or property occurring on the McDonald Building and/or Community Building property.

Signature of Renter

Date

Town of Carthage Representative

STATEMENT OF DISCLAIMER

In renting, leasing, or using any of the properties owned by the Town of Carthage, namely, the McDonald Building, the Community Building, Kiser Park, the Town Hall facilities, Fire Department, etc., neither the Town of Carthage Board of Commissioners, nor the Town of Carthage employees shall assume any responsibility for the loss of, or damage of, or injury to, any property or persons placed on the premises by the user or users or for the loss or damage of any property or personal effects, including motor vehicles and their contents, or for any injury to the user. Its members, employees, agents, guests or participants hereby agree to hold the Town of Carthage, Town of Carthage Board of Commissioners and the Town of Carthage employees harmless for any injury, loss or damages sustained while using any of these above listed facilities owned by the Town of Carthage.

The Town of Carthage is committed to providing opportunities in access and employment in all programs, service, activities and facilities without regard to age, race, color, religion, national origin, creed, political affiliation or disability.

I have read and agree to the guidelines for using the above listed facilities.

Representative Signature

Date

Town of Carthage Representative