

# PARKWOOD ASSOCIATION

1417 Seaton Road, Durham, NC 27713

Phone: 919 544-2161 E-mail:

pa.office@parkwoodnc.org

THIS AGREEMENT, made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between PARKWOOD

ASSOCIATION, INC and \_\_\_\_\_ agrees to allow you to use the

Parkwood Community Center on (maximum 5 times per month, 1 time per week, and up to 3 months in advance):

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**OCCUPANCY:** Per firecode, the Community Center room occupancy is limited to: 20 people if using tables & chairs or 42 people if using chairs only.

**FEES: The fees and deposit are due when the event is booked.** The deposit will be refundable dependent upon cleanliness of the Parkwood Community Center upon departure, key/cord return etc. The room should appear in the same condition it was found upon arrival. Failure to do so will result in forfeiture of partial or full deposit. Please note: There will be an additional charge if the Parkwood Association has to clean up after any event or if any loss or damage is done to the building contents.

Parkwood Resident			Non Parkwood Resident		
Fee (nonrefundable)	\$5 x _____ days =	\$ _____	Fee (nonrefundable)	\$25 x _____ days =	\$ _____
Deposit (refundable)		+ \$50	Deposit (refundable)		+ \$100
Total	Amount Owed = \$ _____		Total	Amount Owed = \$ _____	

*Projector Equipment (additional \$5 per use fee) If using projector, add an additional \$5 x \_\_\_\_\_ days = \$ \_\_\_\_\_ (fee) to the Total Amount Owed.*

**I (we) agree to pay (Total Amount Owed) \$ \_\_\_\_\_ . If paying by check, please enter check number: # \_\_\_\_\_**

**PROCEDURE:** A member of the Organization or homeowner may obtain the key on the meeting day or per arrangements made at signing. They are to make sure the Parkwood Community Center is left as clean as they found it: lights turned off, furniture in place, heat/air conditioning turn to original setting, and both exit doors are locked when they leave. No one is allowed in the west (office) side of the building.

The key must be returned to the office administrator **by the next business day** following the meeting. At that time, if the cleaning agreement has been met, the deposit will be returned.

You may cancel your meeting at any time, but you must notify by phone or email the Parkwood Association Office Administrator as soon as possible. The board of directors retains the right to cancel any meeting and extend a full refund. Thank you.

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Alt Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Renter

Parkwood Association

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- 1. Contract:** A contract must be signed with the Office Administrator or any Parkwood Association board member prior to room rental. Parkwood Association only allows up to 3 months of rental at a time.
- 2. Fees and Deposit:** All fees and refundable cleanup and key deposit are due when the event is booked at the Parkwood Association office. Failure to return the key or to clean the facility and grounds properly or any other violation of the rental contract or rules will result in loss of the deposit. The renter is not permitted to make a copy of the key. Any property damaged by the rental party or guests will be replaced/repared at the expense of the rental party. Any charge incurred by the Parkwood Association for processing a dishonored check, draft, or other order of payment will be applied.
- 3. Building Admittance:** All indoor activities must be confined to the east end of the Parkwood Association building. There is no admittance to the west (office) end of the building without prior approval by the Office Administrator or a member of the Board of Directors.
- 4. Parking:** The parking lot must be free of litter and trash before leaving.
- 5. Setup/Decorations:** Tape and any item that penetrate surfaces (e.g., staples, tape, nails and tacks) are prohibited. Nothing can be hung from or affixed to the lights, rafters or ceiling. All materials must be removed completely within the permit time. All tablecloths and decorations must be provided by the renter; they are not included in the rental fee.
- 6. Cleanup Responsibilities of Renter:** Remove all decorations. Pick up all trash, bag and tie it, then place in trash cart behind the building. Sweep and vacuum floors. Return furniture to previous location. Pick up any outside trash including cigarette butts and dispose of them. Nothing may be left overnight.
- 7. Sound:** Sound amplification which exceeds levels established in city ordinances is not permitted.
- 8. Prohibited:** Smoking, consumption of alcoholic beverages and drug use are all prohibited in the building. Pets are also not allowed except for aid dogs. The building may not be used for the purposes of running a commercial business venture.
- 9. Kitchen:** If the kitchen is used it must be fully cleaned after use and no food or other items may be left behind. Ice is not available in the facility and must be supplied by the renter.
- 10. Conduct:** The contract signee/holder must take all necessary steps to control all participants. Children must be supervised. Any person or persons violating Facility Rental or Rules and Regulations or constituting a public nuisance or potential hazard to public in or on Parkwood Association property, or exhibiting disorderly conduct, will be expelled from the property without refund of fees and deposits. No activities which might reasonably be expected to result in physical damage to the building, its contents, or the grounds are permitted. No activity which would violate federal or state laws, local ordinances, or administrative rules is permitted.
- 11. Cancellations/Refunds:** You may cancel the meeting at any time, but you must notify by phone and email the Parkwood Association Office Administrator as soon as possible. **Parkwood Association, Inc. has the right to cancel your reservation as needed and will refund any unused rental fees.**
- 12. Responsibility of The Parkwood Association, Board of Directors and the Parkwood Association Employees:** I understand and agree that Parkwood Association will not be held liable for any bodily injury or property damage whatsoever which may arise from being on the property or in connection with the use of the property, all claims for such injury or damage being hereby expressly waived by user and guests. By signing this agreement, the user and guests specifically agree to indemnify and hold harmless the Parkwood Association for any property damage or bodily injury that might occur as result from use of the Community Center and grounds.
- 13. Permission** for use of facilities may be denied or rescinded by the Parkwood Association or Board of Directors at their discretion without prior notice, and without incurring any liability for damages or inconvenience incurred by the party whose proposed use is denied or rescinded.
- 14. Equipment:** The contract signee/holder must pay an additional \$5 to use the projector and projector screen. Upon paying the additional fee, the power and video cables will be provided to the contract signee/holder. The cables must be returned and the projector left in working condition for the contract signee to receive their full deposit.