

TOWN OF SWANSBORO MEETING ROOM RENTAL APPLICATION**(RECREATION CENTER/TOWN HALL COMMUNITY ROOM)**

Name _____ Organization _____

Address _____ City/State _____ Zip _____

Telephone(s) _____ Email _____

Room Requested _____ Date(s) Requested _____ Time(s) _____

Purpose of Rental _____

Payment & Damage Deposit Refund InformationWho is making the payment? (Check One): Individual Organization/Business

Name to Appear on Refund Check _____

Refund Mailing Address _____ City/State _____ Zip _____

I, _____, the authorized representative of _____ declare that the Swansboro room identified will be used only for the above stated purpose and times and understand that the rental fees listed below shall apply where applicable. I further understand that I will be personally liable for the costs of any damage to the room or its contents. In addition, if the room is not left in its pre-rental condition the remaining balance of the damage/cleanup fee will not be returned. (The applicant is responsible for inspecting the space prior to use and for notifying the policy administrator, prior to use, of any damage or cleanliness issues that might affect refund of deposit.) Items left behind are not the responsibility of the Town. No equipment or furnishings shall be relocated, altered, or removed without the approval of the policy administrator. **I have received and agreed to all terms of the Meeting Room Policy.**

Signature of Applicant _____

Date _____

Resident Rate	Recreation Center & Town Hall Room Rental Fees	Non-Resident Rate
\$20/hr.	Lounge/Game Room	\$40/hr.
\$20/hr.	Classroom	\$40/hr.
\$30/hr.	Multipurpose Room	\$50/hr.
\$10/hr.	Kitchen (RC)	\$20/hr.
\$100/hr.	Town Hall Community Room (601 W. Corbett Ave) (\$250 Deposit)	\$125/hr.
\$10	Permit for Outside Items (i.e.- grill, tent, inflatable, DJ)	\$15
\$15/hr.	Additional Staff Hours (for reservations outside of normal operating hours)	\$15/hr.
\$100	Damage/Cleanup Fee (refundable if cleanup is satisfactory)	\$100

**Rooms are available on a first come first serve basis to all at no charge when there are no programs, or paid rentals during operating hours. Instructors using space in parks are required to partner with the Parks & Recreation Dept. or reserve space. **

Refunds for event cancellation:

Cancellation at least 14 days in advance Full Refund of Fees

Cancellation at least 48 hours in advance Refund of fees, less 2 hours use fee

Cancellation less than 48 hours in advance No Refund of Fees

Reservations must be made at least 3 weeks in advance, unless staff arrangements can be made.