



Parks and Recreation
 455 McKinney Pkwy (physical)
 PO Box 816 (mailing)
 Lillington, NC 27546
 (910) 893-7518

Room Rental Packet

- Anderson Creek Senior Center
- Barbecue Creek Park Multi-purpose Room
- Boone Trail Community Center Meeting Room
- Shawtown Community Development Center Classroom

Whether for business, leisure, social, or educational we have the space you're looking for.
 Our rooms can accommodate 2 to 50 and can be set in a multitude of arrangements.

Rental Fee

Rental Fee payment is required 15 days before scheduled date.

Barbecue Creek Room	\$20/hour \$75/4 hours \$50 refundable deposit	15 people max	No kitchen
Anderson Creek Senior Center	\$35/hour \$130/4 hours \$100 refundable deposit	50 people max	Kitchen available
Boone Trail Community Center Meeting Room	\$25/hour \$90/4 hours \$50 refundable deposit	20 people max	No kitchen
Shawtown Community Development Center Classroom #206	\$25/hour \$90/4 hours \$50 refundable deposit	20 people max	<ul style="list-style-type: none"> •No kitchen •No A/V available •Shared restroom w/ Classroom #1

You, the applicant, wishing to reserve the facility belonging to the County of Harnett, will therefore, be made aware of considerations of the following conditions:

- Checks and Cash will only be accepted for deposits on rentals. Debit/Credit card payments can be applied to the cost for the length of time for the facility rental.
- All Cash payments and deposits will be refunded by County checks only.
- All reservations are made on a first come/first serve basis when an application with deposit are submitted and approved.
- Anderson Creek Senior Center can be rented 2pm-10pm Monday through Friday and 7am-10pm Saturday and Sunday.
- Barbecue Creek Park Multi-Purpose Room can be rented 7am-10pm Monday through Sunday.
- Boone Trail Community Center Meeting Room can be rented from 8 AM to 8 PM Monday through Saturday.
- The Shawtown Community Development Center classroom can be rented between the hours of 8:30 am and 4:30 pm, Monday - Sunday, and 6 pm to 10 pm, Monday - Saturday.
- Harnett County Parks and Recreation, County departments, Boards, Commissions, staff, and Western Harnett Youth Recreation events have first priority in using rental rooms.
- Reservations can be made no more the three (3) months in advance.
- Additional rules are listed.

Rules

- Applicant/Renter understands and agrees that their initial deposit will be forfeited if applicant/renter cancels the County of Harnett Agreement without fifteen (15) days prior notification of said function/event.
- Applicant/Renter understands and agrees that the rental time stated in the agreement includes the move in (set up)/move out (break down) times, additional hours can be purchased for this purpose. Anything over the allotted time will be deducted from your deposit.
- Applicant/Renter understands that the rental rooms are available only until 10:00pm (Building is closed and locked).
- Applicant/Renter understands that the County of Harnett reserves the right to require sufficient time to process applications and may limit the frequency of use of the facility or property. The County of Harnett has the final decision on the use of any facility.
- Applicant/Renter understands and agrees not to permit the use of any or parts of the facility and/or property to any other person, group or corporation without the written approval of the County of Harnett. Applicant/Renter understands that the facilities and/or property cannot be sublet without written approval from the County of Harnett.
- Applicant/Renter understands and agrees that all entertainment must be approved by the County of Harnett.
- Applicant/Renter understands and agrees to abide by the following fire regulations:
 - a. The use of open flame in the building (candles, canned gas, etc) is prohibited. A specified area will be provided if grilling food is desired.
 - b. All Exits, Exit Corridors, and Pathways must be free at all times of obstructions.
 - c. Maximum capacity numbers in the facility must be observed.

- Applicant/Renter understands and agrees that the County of Harnett is not responsible or liable for any lost, stolen, or damaged equipment and /or supplies. Applicant/Renter also agrees to provide any necessary security and protection.
- Applicant/Renter agrees to maintain the facility in a safe and clean manner. Applicant/Renter agrees to pick-up all trash and decorations from room and place in trash receptacle at the end of function/event. Failure to remove trash and decorations will result in deduction of deposit.
- Applicant/Renter agrees to guarantee that the following rules will be observed by all individuals in attendance at function/event. Applicant/Renter accepts responsibility for assuring the following:
 - a. Orderly behavior
 - b. Financial Responsibility for any damages due to use of the facilities.
 - c. Their program is of a nature suitable for presentation in a public building.
 - d. Responsibility to follow directives of staff/personnel.
 - e. The activity is lawful and in conformity with regulations of Federal, State, and County laws.
 - f. You and your group will not remove, change, rearrange, or revise anything in or on the facilities without specific approval from the County of Harnett.
 - g. Groups comprised of individuals 17 years old and younger will be required to have at least two (2) adults for every twelve (12) young adults.
- Applicant/Renter understands and agrees that if at any time the County of Harnett determines that the activities pose a danger to persons or property, the County of Harnett shall have the right to close down all or part(s) of the facility or function/event covered by this agreement. The decision of when or if to reopen the facility or function/event belongs to the County of Harnett. Applicant/Renter agrees that the County of Harnett shall not be responsible for any loss of profits or damages if the County of Harnett has to take such action and will hold the County of Harnett harmless.
- Applicant/Renter understands that the use/sale of all cigarettes, alcoholic beverage, or drugs is prohibited.
- Applicant/Renter agrees that the room may not be used for gambling, raffles, or lotteries of any kind.
- Applicant/Renter understands and agrees that no admission charge or donation collections are permitted without prior consent for the County of Harnett.
- Applicant/Renter must provide any necessary telephone service. The County of Harnett's telephones are not available for public use.
- Applicant/Renter will assist the County of Harnett in enforcing the NO SMOKING in or within 100 ft. of the building. Failure to comply with this regulation will cause the said function/event to be closed immediately.
- Applicant/Renter understands and agrees that the County of Harnett reserves the right to nullify any/all Applications and Agreements with a seven (7) day grace period of function/event to generate space for County functions. Applicant/Renter understands and agrees that the County of Harnett will be held harmless for any loss of profits or expenditures that may originate due to cancellation.



Room Reservation Application

HCPR has first priority over room use

Applicant's Name: _____

Organization: _____

Address: _____

City/State/Zip: _____

Home #: _____ **Cell #:** _____

Email: _____

Rental times should include any set-up and clean-up time needed for your event

Circle Space requested: Anderson Creek Senior Center Barbecue Creek Room

Boone Trail Community Ctr. Mtg. Room Shawtown Community Dev. Ctr. Classroom #206

Date(s) To Be Used: _____ **Hours in Use:** _____

Purpose: _____

I certify that I am authorized to act for the organization named above and having fully read the accompanying rules pertaining hereto, agree to fully bind thereby.

SIGNATURE OF APPLICANT _____ **DATE** _____

I have read and understand the attached policies governing the use of Harnett County Parks and Recreation multi-purpose rooms and agree to all room rental guidelines. I furthermore hereby waive, release, absolve and hold harmless the County of Harnett, its Parks and Recreation Department, employees, agents, and assigns from any claims, charges, damages, cost, expenses or losses of any kind or nature whatsoever resulting from, arising out of, related to, or in connection with any injury to any person or damage to any property caused by or related to the use of this room. I also assume all responsibility and shall hold harmless the County of Harnett, its Parks and Recreation Department, employees, agents and assigns from any claims, charges, damages, cost, expenses or losses of any kind or nature whatsoever resulting from, arising out of, related to, or in connection with any damages, vandalism, and/or misuse of or in the rental rooms while it is occupied by my program.

OFFICE USE ONLY

APPROVED BY: _____ **DATE:** _____

\$100 DEPOSIT PAYMENT TYPE: _____ **RENTAL FEE AMT:** _____ **PAYMENT TYPE:** _____

REFUND/DEPOSIT RETURN

DATE: _____ **AMOUNT REFUNDED:** _____ **REASON FOR REFUND:** _____

MAILING ADDRESS FOR REFUND: _____

(May take up to two weeks)

SIGNATURE OF STAFF MEMBER: _____