**Norlina Volunteer Fire Department**

**P.O. Box 606**

**Norlina, NC 27563**

**Building and Annex Building Rental Agreement**

**Scheduling-** The Building and the Annex Building Rental Calendar Schedule for ALL rentals is maintained by Rental Agent Hunter Powell.

He may be contacted by calling 252-425-9554.

**Annex Building Rental Agreement and Rules Regarding Use.**

1. NO SMOKING inside of building
2. Building and property are to be vacated by 11:00pm unless otherwise approved by rental agent.
3. Noise Levels are to be kept within reasonable range and are to remain within the levels regulated by the Town of Norlina noise ordinance. Building exterior doors should remain closed as much as possible.
4. Alcoholic Beverages are not allowed on the property to be consumed. There are several signs noted within the property to remind you and your guests of this.
5. Decorations for events are to be used in a manner as to cause no damage to the building or the property, and are to be removed as part of the clean up. This includes any adhesives such as tape.
6. The building and property are to be in clean and orderly condition upon return of the key to the rental agent.
7. Tables and chairs are to remain inside the building at all times. Tables and chairs shall be returned to the way they were setup prior to rental.
8. All refuse and garbage shall be removed from the building and either A. Taken off by the renter or B. Placed inside the gray Waste Industries trash can. Recyclable materials maybe placed in the green can.
9. The building key is to be turned over to the rental agent upon request. Any unauthorized use of this key or this building other than the reason(s) expressed could result in a forfeiture of the rental amount as well as a cleaning deposit. Forfeiture of these monies **WILL NOT RELIEVE THE RENTER OF ADDITIONAL DAMAGE COST.**
10. The cleaning deposit of $25.00 for all rentees are refundable upon completion of an acceptable inspection by the rental agent or another designated representative and all conditions are met; and the rental amount are payable upon receipt of the building. Cleaning fee may be waived by rental agent as he sees necessary.
11. The maximum occupancy is 100 persons. The rentee shall abide by this law
12. It is agreed that the Norlina Volunteer Fire Department will be held harmless by the rentee from all liability associated with the event.
13. The fire department bays shall not be blocked by vehicles or any other means. Vehicles parked in that area are subject to be towed at the owners expense.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the group rental representative, do hereby agree that I have read the above rules and agree to abide by these rules and agree that the members of my group will also abide by these rules. I also understand that any violation of these rules by me or by any member of my group may result in immediate termination of the use of the facility and property; and forfeiture of the rental fee and possible forfeiture of the cleaning deposit. I also acknowledge that any damage to the facility and property caused by the group will be my responsibility. I acknowledge receipt of a copy of this signed agreement.

Event:

Date:

Time:

Rental Fee Deposit

Renter Name

Renter Signature

Renter Address

Renter Phone Number