



DENTON CIVIC CENTER RENTAL AGREEMENT

Rental Fee \$50	Paid
Deposit \$100	Paid
Rental Dates	

Name: _____ NCDL # _____

Address: _____ Backup Contact: _____

Phone Number: _____ Phone Number: _____

Email Address: _____

Rental Agreement

Rental Fee: The rental cost is \$50.00 for the day of the reservation only. Use of the facility is limited to the date and times specified in the approved reservation.

Deposit Policy: A refundable deposit of \$100.00 is required. The deposit will be refunded in full if the Denton Civic Center is left in the same condition as it was upon your arrival.

Refund Procedure: The renter will receive the deposit once the following have been completed:

- The End of Event Checklist has been reviewed and completed, and no damage has been incurred.
- The keys have been returned to Town Hall. Photo ID required to pick-up deposit.

Responsible for Damages: If any damage is found, the renter will forfeit the deposit and will be responsible for the full cost of repairing any damage incurred.

Liability: The Town of Denton is not responsible for the loss or damage of any personal items or equipment left in or on the premises.

Civic Center Rules

- Hours of occupation are 7am – 10pm. The premises must be vacated 10pm – 7am daily.
- Report any issues with the facility to Town Hall. After hours and weekends, contact the Denton Police Department 336-859-2164 and they will notify Town Hall staff.
- **Smoking/vaping is not permitted inside the building. Dispose of all cigarette butts properly.**
- **No alcoholic beverages allowed in the building or on the premises.**
- You must supply your own trash bags, paper towels, toilet paper and cleaning supplies.
- Do not touch/remove puzzles nor bulletin board items. These are property of Davidson County Senior Services.

After your event

- Tables and chairs are to be wiped down and returned to original places.
- Return the thermostat to its original setting, if changed during the event.
- Floor is to be swept and mop up any spills.
- Remove any tape used from walls, tables, doors, etc.
- All trash, including bathroom cans, must be emptied, bagged and taken outside and put in trash cart. (Blue lid=trash, Green lid=recycle)
- Turn off all lights.
- Make sure all doors are locked.
- **Return keys & the event checklist to Town Hall (M–F / 8:30am–5pm) to receive Deposit.**

By signing below, I understand and agree to the above stated rules and procedures and will abide by them. I take full responsibility for the premises on the reserved date(s) noted above.

Renter's Signature _____ Date _____

ID verified by:
Deposit returned by:

Keys, Event Checklist and Deposit returned to:

Print Name: _____

Signature: _____