



# CITY OF CLINTON

PLANNING AND DEVELOPMENT DEPARTMENT

227 Lisbon Street  
Clinton, North Carolina 28328

## APPLICATION FOR USE OF CLINTON CITY MARKET

Date(s) of proposed use \_\_\_\_\_

Time to be used: \_\_\_\_\_ a.m. – p.m. \_\_\_\_\_ a.m. – p.m.

Purpose of use: \_\_\_\_\_

Number of persons using facility: Total \_\_\_\_\_

IN MAKING THIS REQUEST, THE UNDERSIGNED AGREES TO ACCEPT THE FOLLOWING CONDITIONS AND REQUIREMENTS FOR SUCH INTENDED USE.

1. Rental fees are **non-refundable**.
2. Deposit must be paid in cash before rental use. If the reservation time exceeds the time reserved an additional time requirement fee of \$25.00 per additional hour will be deducted from the deposit to cover this expense.
3. Facility Guard must be paid in cash before time of use. They must be paid for the time requested on the facility reservation form. If the reservation time exceeds the time reserved an additional time requirement fee will be deducted from the deposit to cover this expense.
4. User should inspect facility with staff before and after usage to determine condition of facility.
5. User must clean area and return facility/equipment to proper/prior condition.
6. User shall abide by the Clinton Planning and Development policy on facility use. (policy attached) If permission for the requested usage is granted by the Planning and Development Department the individual and/or organization making such request will assume all responsibility for any damage done to facility property and/or equipment by any participant in the user's activity during the period of usage, and in like manner will assume full responsibility for any injury or possible fatality that may be suffered by any of the participants in the user's activity.

Request made by \_\_\_\_\_

Name of Organization/Group/Individual \_\_\_\_\_

Address of Organization/Group/Individual \_\_\_\_\_

Telephone Number of Applicant (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Date of Request \_\_\_\_\_ Signature \_\_\_\_\_

-----FEES AND CHARGES (Office Use Only)-----

\_\_\_\_\_ Deposit Fee

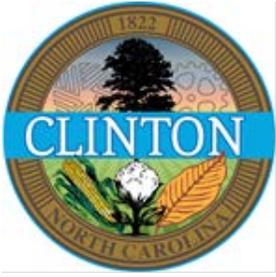
\_\_\_\_\_ Facility Guard Fee

\_\_\_\_\_ Date Paid

\_\_\_\_\_ Date Paid

Date \_\_\_\_\_ Deposit Returned to \_\_\_\_\_ by Staff \_\_\_\_\_

Staff Approval \_\_\_\_\_



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### Facility Rental Contract

The Planning Department hereby declares that a cancellation of the facility rental must be made thirty (30) days in advance, prior to the reserved date. Failure to honor this cancellation policy will automatically withhold your reservation fees and be considered a donation to the Clinton City Market located at 215 Lisbon Street, Clinton, North Carolina.

The Director of Planning shall deny and refuse to issue a refund if the standards set fourth in this contract are not met. All Clinton City Market rules and regulations and all applicable ordinances shall bind a Renter fully as though the same were inserted in the reservation form contract.

In accordance with the contract between the Clinton Planning and Development Department and the Renter, to rent this facility, I do hereby understand this Contract will be enforced.

Date \_\_\_\_\_ Renter signature \_\_\_\_\_

Staff Initial witnessing signature \_\_\_\_\_



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### ***FACILITY RESERVATION FORM/RENTAL PRIVILEGE AGREEMENT***

The City of Clinton, North Carolina, Planning and Development Department hereby assigns limited rental privilege rights at the Clinton City Market, located at 215 Lisbon Street, Clinton, North Carolina, on the date of \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_ a.m./p.m. through \_\_\_\_\_ a.m./p.m. The Planning Department hereby declares that a cancellation of the facility rental must be made thirty (30) days in advance, prior to the reserved date. Failure to honor this cancellation policy will automatically withhold your reservation fees and be considered a donation to the Clinton City Market.

The Director of Planning shall deny and refuse to issue a refund if the standards set fourth in this contract are not met. All Clinton City Market rules and regulations and all applicable ordinances shall bind a Renter fully as though the same were inserted in the reservation form contract.

In accordance with the contract between the Clinton Planning and Development Department and the Renter, to rent this facility, I do hereby understand this Contract will be enforced.

In signing below the renter does hereby understand that they are to be on the site the full time the facility is rented. The Renter must meet the facility guard at the facility at the time it is to be opened for use. The Renter must present their driver's license/picture I.D. to the facility guard for proof of identity and must supply their signature to the facility guard. The **ONLY** individual the facility guard will open or close the facility for is the Renter. In signing below the Renter does hereby understand this.

No other individual may confront the facility guard with any demands other than the Renter (unless in case of an emergency). The Renter has full responsibility to insure that the facility is clean and left in the same condition as found. If Renter has any concerns they must be brought to the facility guards attention before the rental is executed.

The Renter understands that the facility guard has full authority to close the facility if they feel the policies / rules / regulations are violated by any individual using the facility.

In signing below I do hereby understand and will abide by the above agreement and all rules and regulations governing use of the Clinton City Market facility.

Date \_\_\_\_\_ Renter signature \_\_\_\_\_

Staff witnessing signature \_\_\_\_\_