



**Overnight Retreat Rental at the
Edward M. Armfield Civic & Recreation Center
873 West 52 By-Pass
Pilot Mountain, NC 27041
(336) 368-2012**

Updated as of 1/25/10

Date of Event _____ **Type of Event** Overnight Retreat **# Attending** _____

Responsible Party _____ **Address** _____

Phone _____ **Email** _____

Type of Rental	Rental Day	Rental Hours	Member Rental	Non-Member Rental	Cleaning Deposit	Rental Deposit
Overnight Retreat	Sunday-Friday	9:00 PM – 7:00 AM	\$250.00	\$300.00	\$100.00	\$100.00
*50 participants	Saturday	7:00PM – 7:00 AM	\$250.00	\$300.00	\$100.00	\$100.00
***Pool	Sunday-Friday	9:00 PM – 12:00 AM	\$75.00	\$75.00		
	Saturday	8:00 PM – 11:00 PM	\$75.00	\$75.00		
Overnight Retreat	Sunday-Friday	9:00 PM – 7:00 AM	\$300.00	\$350.00	\$100.00	\$100.00
**51-100participants	Saturday	7:00PM – 7:00 AM	\$250.00	\$300.00	\$100.00	\$100.00
***Pool	Sunday-Friday	9:00 PM – 12:00 AM	\$100.00	\$100.00		
	Saturday	8:00 PM – 11:00 PM	\$100.00	\$100.00		

*** If pool is to be used additional fee of 75.00 will be charged for 50 participants. \$100.00 will be charged for 51-100 participants. Lifeguard Fee is included in rental fee. One lifeguard required per 25 participants, two adult chaperons per 25 participants. Additional lifeguard fee will be added to rental for more than 25 participants. Only 50 swimmers allowed in pool at any given time.

**** Additional charge for commercial stove/refrigerator \$25.00

Cleaning Deposit requires additional check to be made at time of facility rental – will be returned after inspection

Cleaning Checklist:

Floor Swept Mop Spills Trash Taken Out Tables Wiped Off Floor Vacuumed

I hereby certify that I am an authorized and responsible representative of the petitioning group; that the above statements are true to the best of my knowledge; that I have received a copy of the Rules and Regulations governing the use and cleaning of recreational facilities; and that our group will comply with the regulations, policies and fee schedule governing this facility. **Initials:** _____

The group or individual sponsoring event and using facility hereby agrees to hold the Edward M. Armfield, Sr. Civic and Recreation Center, Inc. and its employees harmless from all liability and claims from damages of any nature or kind by reason of any act while at the Civic Center property. The Edward M. Armfield, Sr. Civic and Recreation Center, Inc. reserve the right to keep the deposit for any damages arising from the use of the said facility. If damages exceed amount of deposit, group or individual sponsoring event agrees to fully reimburse the Civic Center for cost of repairs. It is your responsibility to inform all members of your group of the Facility Rules and Terms of this agreement. Failure to abide by Rules and Regulations could result in immediate loss of privileges and forfeiture of your deposit.

Applicant Signature _____ Printed Name _____ Date _____

Date _____	Deposit _____	Receipt # _____	Amount Due _____
Date _____	Balance _____	Receipt # _____	Staff Initial _____
Date _____	Cleaning Deposit Amt. _____	Check # _____	Staff Initial _____

Room Reservation Information

Organization/Party: _____

Contact Person: _____ Phone #: _____

Room Requested: _____ Participant #: _____

Date: _____ Time: _____

Please draw diagram how you would like the room to be set up.



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I understand that I am ONLY renting the above mentioned facility during said hours and am not allowed to use any other part of the facility. I understand that if I do not comply with this rule I will lose my cleaning deposit and will be asked to leave the premises immediately.

Applicant Signature _____ Printed Name _____ Date _____