



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

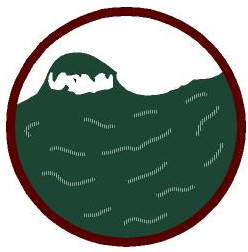
Updated as of 8/30/10

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

Responsible Party _____ **Address** _____

Phone _____ **Email** _____

<input checked="" type="checkbox"/>	Type of Rental	Rental Day	Rental Hours	Member Rental	Non-Member Rental	Rental Deposit	Cleaning Deposit	
	Senior Center	Friday	6:00 PM – 9:00 PM	\$75.00*	\$95.00*	\$25.00	\$50.00	
		Saturday	4:00 PM – 7:00 PM	\$75.00*	\$95.00*	\$25.00	\$50.00	
		Sunday	1:00 PM – 4:00 PM	\$100.00*	\$125.00*	\$25.00	\$50.00	
	Gym		5:00 PM – 8:00 PM	\$100.00*	\$125.00*	\$25.00	\$50.00	
		Friday	6:00 PM – 9:00 PM	\$75.00	\$95.00	\$25.00	\$50.00	
		Saturday	4:00 PM – 7:00 PM	\$75.00	\$95.00	\$25.00	\$50.00	
	Pool	Sunday	4:00 PM – 7:00 PM	\$100.00	\$125.00	\$25.00	\$50.00	
		Friday	6:00 PM – 9:00 PM	\$75.00**	\$125.00**	\$25.00	\$50.00	
		Saturday	4:00 PM – 7:00 PM	\$75.00**	\$125.00**	\$25.00	\$50.00	
	Shelter	Sunday	4:00 PM – 7:00 PM	100.00**	125.00**	\$25.00	\$50.00	
		Saturday	Check for Availability					
		Sunday	Full Day (10 AM – Dusk)	\$75.00	\$75.00	\$25.00	N/A	
			½ day (10:00 AM – 3:00 PM)	\$50.00	\$50.00	\$25.00	N/A	
			½ day (3:00 PM – Dusk)	\$50.00	\$50.00	\$25.00	N/A	
	Multi-Purpose	Mon-Friday	8:00 AM – 5:00 PM					
				2 Hour Block	50.00		\$25.00	\$50.00
				4 Hour Block	75.00		\$25.00	\$50.00
				6 Hour Block	100.00		\$25.00	\$50.00
				8 Hour Block	150.00		\$25.00	\$50.00
	Amphitheatre	Friday	6:00 PM – 12:00 AM	200.00	250.00	\$25.00	\$50.00	
		Saturday	6:00 PM – 12:00 AM	200.00	250.00	\$25.00	\$50.00	
		Sunday	1:00PM – 5:00 PM	150.00	200.00	\$25.00	\$50.00	
		Friday	4:00 PM – 9:00 PM	\$275.00	325.00	\$25.00	\$100.00	
	Entire Park	Saturday	4:00 PM – 9:00 PM	\$275.00	325.00	\$25.00	\$100.00	
		Sunday	4:00 PM – 9:00 PM	\$275.00	325.00	\$25.00	\$100.00	
		Other	4:00 PM – 9:00 PM	\$275.00	325.00	\$25.00	\$100.00	
		Friday	4:00 PM – 9:00 PM	\$500.00	550.00	\$25.00	\$100.00	
	Entire Park	Saturday	4:00 PM – 9:00 PM	\$500.00	550.00	\$25.00	\$100.00	
		Sunday	4:00 PM – 9:00 PM	\$500.00	550.00	\$25.00	\$100.00	
		Other	4:00 PM – 9:00 PM	\$500.00	550.00	\$25.00	\$100.00	



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- * Additional charge for kitchen use - \$20.00 per hour **Hours to be used** _____ **Cost** _____
- ** Lifeguard Fee is not included in rental fee. \$30.00 fee for one lifeguard required per 25 participants. Lifeguard fee is paid night of event to front desk staff. Additional lifeguard fee will be added to rental for more than 25 participants.

Rental deposit and cleaning deposit are due at time of booking event. Two checks will need to be written for these deposits.

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

- Will you need the use of power at this event? Yes No *ACC Not Liabale for damage* **Initial:** _____
- Will admission be charged at this event? Yes No *If yes* _____/per _____
- Will restroom facilities be needed for this event? Yes No *May require onsite staff*
- Will food be sold / served at this event? Yes No
- Will alcoholic beverage be served at this event? Yes No

* On Staff Fee (\$10/hour) not included in rental fee. **Pay staff in cash day/night of event: \$** _____

** Once approved payment of 50% must be made and remaining balance to be paid 48 hour before event

*** Proof of Insurance will be required for MOST events and is required prior to event confirmation.

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.



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 _____