

THE CAMPUS OF THE HISTORIC LENOIR HIGH SCHOOL
RESERVATION FORM
PO Box 958 / 1114 College Ave ~ Lenoir NC 28645
Phone: 828-757-2188 Email: mswanson@ci.lenoir.nc.us

Name of Group or Organization: _____

Title of Event: _____

Mailing Address: _____ Contact Person: _____

Phone: _____
Cell: _____
Email: _____

Type of event/meeting/activity: _____
Describe any additional details about the event:

Areas requested: Bearcat Stage Courtyard Gym Mack Cook Stadium

Is this a public or private event? _____Public _____Private

Admission/Ticket Price(s) _____

Date(s) of event: _____

Rental Start time : _____ End time: _____

(PLEASE include any set up and break down dates and times needed)

(If for multiple days, are the times the same for each day? Yes____ No____

If no, please list individual dates and times below or attach schedule:

Number of participants in your group? _____ Expected audience attendance? _____

Will you have concessions? Y____ N____

Types of concessions available _____

Campus equipment needed:

Light board _____, Sound board_____, Podium_____, Piano _____, other_____

#of Wireless Microphones, _____# of Tables, _____#of Chairs

RESERVATION FORM must be completed and approved by the City of Lenoir Parks and Recreation Director. The Reservation Form must be filled out completely. Incomplete forms will be not be accepted.

Initials _____

1. No reservation requests will be considered for approval without a completed application submitted to Lenoir Parks and Recreation
2. The Campus at the Historic Lenoir High School operates on a first come first serve basis. It is recommended that you have an alternative date/s select for your event.
3. Renter/Client agrees to pay a \$100 deposit with the acceptance of this rental. The deposit is due within ten (10) business days of rental approval. (Check or money order made payable to Lenoir Parks and Recreation, delivered to Lenoir Parks and Recreation Administrative office at 720 Mulberry St, Lenoir OR mailed to PO Box 958, Lenoir, NC 28645) This deposit secures the reservation date. The deposit is nonrefundable. Reservations/dates will not be held without a deposit. IF deposit is not paid within the 10 business days, the dates requested will be made available for other potential clients.
4. All rentals will be charged a \$50.00 cleaning fee. This is for routine cleaning of restrooms, sweeping, mopping, etc. You are expected to clean up after the rental, (trash picked up and in proper receptacles, all personal items removed, etc.). If extensive cleaning is needed after your rental, an additional fee may be charged.
5. No food or drinks are allowed in the auditorium. Concessions are limited to lobby area.
6. Full payment of all fees (rental, cleaning, sound tech, etc) are due sixty (60) days prior to your rental date.
7. Renter/Client shall not advertise any performance or the appearance of any performer prior to the signing and approval of this rental agreement. Any use of the City of Lenoir, Parks and Recreation or The Campus logos **MUST** be approved by the Parks and Recreation Director
8. Rental of the auditorium includes use of the stage lighting, the sound equipment, and accessories of the lighting and sound systems. Renter/Client is required to use Parks and Recreation technical staff to run all technical equipment owned by the facility. Each technical staff person needed will be billed at \$10/hour for time needed. Technical staff will be assigned by the Parks and Recreation Director. If you choose to use an outside technical crew (sound, lights, setup, etc), the cost of outside tech is the responsibly of the renter and is not included in the rental contract.
9. The Campus is not responsible for providing set and prop items of any sort for your production. This includes lapel mics, risers, screens, projectors, video cameras, and any other such audio-visual equipment that your production might require.
10. Any changes to the rental agreement must be discussed with the Parks and Recreation Director and agreed upon in writing.
11. Facility rentals and reservations cannot be transferred, assigned or sublet.
12. Rentals do not have access to Pottery Studio, electrical closets, control booth or storage areas.
13. The scheduling of the Campus shall be at the discretion of the Parks and Recreation Director, request for rentals may be denied for any reason.
14. No reservations will be made automatically on a repetitive basis. A new request and reservation form must be submitted for each use.
15. If cancellation by the renter/client is more than thirty (30) days before the scheduled use of the facility, the rental fee less the reservation deposit will be refunded. If renter/client cancels less 30 days prior to event, Parks and Recreation will retain 50% of rental fees. If cancellation is made by Parks and Recreation at any time, all rental fees and reservation deposit will be refunded.
16. Renters/Clients are restricted to the areas they have rented. The renter and their guests are not allowed in the residential portion of the facility at any time.

Initials_____

17. Renters/Clients may not bring properties, decorations and any other set-up before the event date. The campus will not provide storage of renter/client properties before or after the event, unless approved by Parks and Recreation Director
18. This is a SMOKE FREE FACILITY. The use of tobacco products in any form is prohibited. This include e-cigarettes.
19. Animals of any kind are prohibited except service animals and those used in public demonstrations as approved by the Parks and Recreation Director.
20. Weapons of all kinds are prohibited.
21. Illegal activity and any activity that would be harmful to the physical well-being of the facility are strictly prohibited.
22. The renter/client must provide their own ushers or "ticket-takers" to monitor the auditorium entrance for their event. The Campus does not provide ushers and without ushers there may be a risk of patrons entering the auditorium without paying.
23. The renter/client shall be responsible for any and all damage to the building, furnishings, fixtures, equipment, and grounds during their rental of the facility. RENTER/CLIENT will be held responsible for all actions, behavior, and damages caused by their guests/attendees. Any cost to repair damages will be due and payable by the renter/client.
24. Lenoir Parks and Recreation are not responsible for any items left or lost on the property.
25. Persons will not be permitted inside the auditorium in excess of the established seating capacity. No additional chairs may be place in the auditorium aisles. No standing room may be utilized, nor is anyone permitted to sit in the aisles or other parts of the auditorium.
26. Misrepresentation or erroneous information in this rental form constitutes ground for denial of this rental and any future rental request.

I, _____ (print name), have read all 26 listed policies on the Parks and Recreation, The Campus of the Historical Lenoir High School rental application. I understand and agree to adhere to these terms and conditions. Violation of this policy will result in a 100% forfeiture of any paid fees and deposits.

Signature

Signature

Name & Title

Name & Title

Organization

City of Lenoir Parks & Recreation
Organization

Date

Date

Return signed Contract, deposit and all required documents to:

City of Lenoir Parks and Recreation, PO Box 958, Lenoir, NC 28645 or mswanson@ci.lenoir.nc.us

Initials_____

Fees

City Rate: \$30/Hour

Non City Rate: \$60/Hour

Cleaning Fee: \$ 50

We expect you to clean up after your rental. Please place all trash in proper receptacles, remove all personal items, etc. Cleaning fee is for routine cleaning, restrooms, mopping, sweeping, etc. If facility is found to need extensive cleaning after your rental, an additional cleaning fee will be applied and due within 30 days after rental date.

Technical Staff: \$10/hour

Renter/Client is required to use Parks and Recreation technical staff to run all technical equipment owned by the facility. Technical staff will be assigned by the Parks and Recreation Director

Payment

A nonrefundable \$100 deposit is required within 10 business day of reservation approval. This deposit will go towards any additional rental fees due.

Full payment of all fees (rental, cleaning, sound tech, etc) are due sixty (60) days prior to your rental date.

Cancellation Policy

Cancellation by renter/client:

More than 30 days before earliest scheduled rental date: Rental fee less the reservation deposit will be refunded.

Less than 30 days before earliest scheduled rental date: Parks and Recreation will retain 50% of rental fees plus reservation deposit.

Cancellation by Parks and Recreation/The Campus

If cancellation is made by Parks and Recreation at any time, all rental fees and reservation deposit will be refunded in full.

Initials_____