



COMMUNITY CENTER HWY 264 & PARK SHELTER RENTAL POLICY 252-237-4226

Non-refundable deposit holds date of rental only. All fees must be paid upfront to secure event date.

If Community Center/ Park Shelter is not used during the day/time rented for any reason, other than inclement weather, a refund will not be given.

All set-up and clean-up must be done during the times rented, which are specified on the rental agreement. We have other groups renting these spaces.

For any rentals extending beyond the times assigned, the renter will be charged for an additional hour rental (Community Center) or an additional 4-hour block (Park Shelter). Please be courteous and keep your rental during your allotted times, as someone may have rented the area after you.

Do not share keys for the Community Center with anyone. If given a key to the Community Center for your rental, please return it to Town Hall immediately following the completion of your rental. You may leave it in the drop box on the front of the building or the drop box by the drive-through window.

The use of portable grills, BBQ pits, etc. is prohibited at Sims Community Park. Crockpots, hot plates, buffet warmers, and other small appliances are authorized to be used at the Community Center.

Please clean up your rental area before leaving. Return all chairs/tables to original set-up, if applicable. Empty garbage cans into Town Waste bins located at each rental site.

You will be responsible for any damage which may occur during your rental period.

Failure to carry out these rules or your rental agreement will forfeit any future right to rent the Community Center and/or Park Shelter.

☐ I have read this document and my rental agreement, and I agree to abide by the rules and policies listed, as well as all town ordinances. I understand I will be given a copy of this document for my convenience.

Renter's Signature _____ Date _____