

**Currituck Senior Center
And
Powells Point Community Building
Guidelines**

1. The center may not be used for political activities inclusive of debates, meet-the candidates, campaign lunches, precinct meeting, concerned citizens groups, etc.
2. The center does not rent to long or short term renters.
3. Alcoholic beverages and illegal substances are prohibited in and on the premises.
4. Firearms are not allowed on the premises or inside the building except by law enforcement or authorized personnel.
5. A no smoking policy will be utilized inside the center and approved smoking containers must be used on the outside of the building.
6. The renter must furnish own food and beverage and it is the renters responsibility to clean up and sweep and mop the floor, wipe the tables and chairs down. The renter sets up the tables and chairs like they found them (see diagram). All trash, food, bottles, cans, decorations, etc. are to be removed from the buildings and grounds by the user. The kitchen must be left clean. If any of this is not done your deposit will not be refunded.
7. Any activity involving children (18 yrs and under) requires constant supervision.
8. The group may only use the main multi-purpose room. The exercise room, card room and craft room are not for rent or use.
9. Use of the building office equipment is prohibited. The renter is asked to make arrangements in advance if they would like to use the TV/VCR.
10. For safety purposes, fire extinguishers may not be blocked. These safety devices must remain visible at all times.
11. Two trash bags and a roll of paper towels will be provided by the center.
12. Bulletin boards are for the use of the Older Adult Nutrition Program and not included in the rental of the buildings.
13. The piano is a very delicate instrument and is not to be moved.
14. Only tape is to be used on the walls and woodwork of the building. Tacks, staples or any other products are not permitted.
15. For safety purposes, furniture may not be stored in the halls.
16. Failure to adhere to any of the above policies may result in future denial of the buildings and deposit will not be refunded.

I have read the facility requirements and policies listed and agree to adhere to those policies and to inform the other members of these requirements.

Signature _____ Date _____
Renter

Staff Signature _____ Date _____