

COMMUNITY CENTER RENTAL REQUEST

- 1. Old Dock Community Center _____ Riegelwood Community Center _____
- 2. Desired date of use: _____ Hours of use _____ to _____
- 3. Name of individual sponsoring event: _____
- 4. Type of event (i.e. baby shower, birthday party): _____
- 5. Expected number of attendees over 18: _____ Under 18 _____
- 6. Detailed proposed use of Community Center: _____

I understand that approval of this request implies exclusive use of the Community Center for the hours of use by our group. I have read the accompanying documentation and certify that my group will abide by all rules and regulations contained therein. I further understand that failure to follow these rules and regulations will automatically terminate this approval. I understand that Columbus County retains the right to limit the use of or remove from the schedule any persons or group when it becomes necessary to do so for reasons of safety, maintenance or need for repairs. The renter, by signing below, assumes all property damage resulting from the use of the Community Center. The Director of Parks and Recreation shall be responsible for decisions related to these requirements as needed.

Date of Request

Signature of Renter (must be 18 or older)

Printed name of Renter

Renter's Address: _____

Renter's Contact Numbers: Home: _____ Cell: _____

RECOMMENDATIONS

Approve/Deny _____ Fee _____ Community Center Supervisor _____

Remarks: _____

Amount paid: _____

Date paid: _____