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## Holly Springs Fire-Rescue District



# “The Clara W. Edwards Community Center” Reservation Contract

***\*Please Read Guidelines Very Carefully\****

### General Fees, Rules, & Regulations

#### Additional Parking in Rear of Station.

**Do Not Park in Front of Fire Apparatuses or spaces designated for Emergency Services**

**Purpose:** The purpose of the Social Hall is to provide an adequate location and encourage civic activities within the community. The social has been provided for the citizens of the Holly Springs Volunteer Fire District which has the right to refuse any activities that we feel violates the dignity and moral standards of the fire department and community.

**General Usage:** The social will be available on a first come first serve bases. However, Fire Department activities will take priority. The group or private individual wishing to reserve the social hall must sign this contract plus pay any required fee in order for hall to be held for there date. Groups that plan to reserve the social hall for a routine event must submit in written to fire department for special permission. The contract will be reviewed every 3 months. The department will provide the following:

- Social Hall
- Handicap accessible restrooms
- Tables & Chairs
- Podium/Meeting Props
- Kitchen (**Main Kitchen use must be requested in Advance**)
- Additional presentation equipment may be available upon request.

**Rules:** The following are rules that the department require for use of social hall

- Any use of the room for the purpose of retail must be approved in advance by the Community Center approval committee. The purpose must meet the following guidelines:
  - No Yard Sales or similar event
  - Items cannot conflict with Fire Department facility guidelines. Example sale of alcohol.
  - No advertising signs greater then \_\_\_\_\_ will be allowed without the Fire Department permission.
  - Item 4

The committee reserves the right to refuse any retail event.

I (name) \_\_\_\_\_ with (organization) \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Phone Number \_\_\_\_\_

Do hereby agree to the above contract and its responsibilities. In the event the above rules and regulations are compromised, I understand they my use of the facility may be terminated.

\_\_\_\_\_  
Signature Date

Date(s) Facility Requested: \_\_\_\_\_

Fees Applied \_\_\_\_\_ Deposit Applied \_\_\_\_\_

Fire Department Representative Receiving Funds \_\_\_\_\_

Date funds received: \_\_\_\_\_