



Lincoln County Parks and Recreation

Howards Creek Community Center Facility Use Application

Fee: \$100 per Day
Refundable Key Deposit: \$100

Date: _____ Time: _____

Group Name: _____ Number in Group: _____

Contact Name: _____

Contact will be responsible for key pick-up and return and for ensuring all rules and policy items are followed.

Address: _____

City, State, Zip: _____

Phone #: _____

In making this facility available to sponsors and the general public, Lincoln County, its Officials and employees, and the local committee or board regulating this facility shall be held harmless and shall assume no responsibility or liability for any loss or damage which may occur upon the premises of the Center building and grounds during the use of the premises as governed by the policies and procedures.

I have read the policies and procedures for the facility, and hereby agree to abide by these. I also assume responsibility to see that the facility is properly opened, operated, and closed.

Signature: _____ Date: _____

Please Return Completed Form with Payment to:
Lincoln County Parks and Recreation
P.O. Box 25
Lincolnton, NC 28093-0025

OFFICE USE: Date Received: _____
Fee Paid: _____
Key Deposit Paid: _____
Refund Given: _____

Signature: _____ Date: _____ Key #: _____ Staff: _____

Key Sign-Out

Date: _____ Staff: _____

Key Sign-In



Lincoln County Parks and Recreation

Howards Creek Community Center Facility Checklist

Name: _____

Please read and initial the following and return with completed application:

- May enter center ONLY on the day of the reservation (8:00am-11:00pm).
- Renters must clean and remove all trash and personal belongings (food, equipment, decorations, etc.) by the end of the day of your reservation. You **may not** clean up the following day.
- No alcohol, weapons, etc.
- No smoking.
- No DJs. Personal stereo systems are allowed.
- Collect and bag all trash (inside and outside) and remove from both the building and the grounds.
- Clean the sinks and oven, remove everything from refrigerator.
- Wash and clean all utensils or items used.
- Wipe all tables with a damp cloth.
- Clean restrooms and flush commodes.
- Turn off all running water. Check faucets and commodes.
- Remove all decorations. No tape, tacks, nails, glue, etc. are to be put on the walls, windows, floors, doors, light fixtures, heat vents, curtains, etc. Hooks have been installed around the room to use for hanging lights or decorations.
- Leave furniture as you found it. Please do not slide furniture or roll it on edge across the floor.
- Sweep and mop floors. Stand wet mop to dry.
- Turn heat to 50° during winter. Turn AC off during summer.
- Turn out all lights.
- Make sure all doors are locked.
- I have read and agree to all policies and procedures.
- Failure to follow any policy or procedure will result in loss of deposit.

Signature: _____ Date: _____

Staff: _____