Howards Creek Community Center  
Facility Use Application  

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: ____________________________________