



BEECH GLEN COMMUNITY CENTER RESERVATION PACKET

The Madison County Parks and Recreation Department (MCPRD) would like to thank you for your interest in renting the Beech Glen Community Center. Our goal is to ensure that your visit to the Beech Glen Community Center is pleasurable and the rental process is as smooth as possible.

Included in this packet are a reservation form, rules and regulations, and a cleaning checklist. Please read all information, complete applicable paperwork, and retain the rules and regulations and cleaning checklist for yourself to be used as a gauge for what is expected from you as a renter.

RESERVATION FORM:

- Complete reservation form as instructed.
- Return reservation form to the MCPRD as soon as possible in order to be placed on the calendar.

DEPOSIT:

- A \$100 deposit is required. (check only made payable to Madison County Parks and Recreation)
- Deposit will be returned in a timely manner assuming all rules, regulations, and cleaning expectations have been met.

PAYMENT:

- Payment must be received by the MCPRD two weeks prior to the event. (cash or check)
- Minimum 3 hour rental period: **Community Room**: \$50; \$15 for each additional hour. **Gym**: \$75; \$20 for each additional hour. (must include set-up and clean-up time)
- Cancellations made with less than 48 hours notice, excluding cancellations due to inclement weather, will receive a 50% refund of payment amount.

Please make all checks payable to: Madison County Parks and Recreation. A representative of the MCPRD will meet with renters 10 minutes prior to the designated start time and briefly walk through the reserved area to explain all pertinent information and expectations and 15 minutes prior to the designated end time and complete the cleaning checklist with the renter.

Please direct all questions or comments to the Madison County Parks and Recreation Department: (828) 649-3635; parks@madisoncountync.org

BEECH GLEN COMMUNITY CENTER RULES AND REGULATIONS

COMMUNITY ROOM:

- Hours of availability: Monday through Friday: 1pm to 11pm
Saturday: 8am through 11pm
Sunday: 12:30pm through 11pm
- Maximum occupancy is 90 people.
- Kitchen appliances, flatware, utensils, etc. may not be used by renters for meal preparation or service.
- Trash bags must be provided by the renter and all trash must be taken by the renter.
- Rental periods must include set-up and clean-up time.
- All furniture must be placed back in their original locations.
- Decorations may not be affixed to any walls or ceilings within the center.
- No smoking or tobacco use within the center.
- Illegal drugs and alcohol are prohibited.
- Regularly occurring religious services are not permitted.
- Abuse or violence of any kind is prohibited.
- Thermostats are locked so all temperature adjustment requests must be made before the event during the walkthrough.

GYMNASIUM:

- Hours of availability: Monday through Friday: 1pm to 11pm
Saturday: 8am through 11pm
Sunday: 12:30pm through 11pm
- Maximum occupancy is 200 people.
- Trash bags must be provided by the renter and all trash must be taken by the renter.
- Rental periods must include set-up and clean-up time.
- Decorations may not be affixed to any walls or ceilings within the center.
- No smoking or tobacco use within the center.
- Illegal drugs and alcohol are prohibited.
- Regularly occurring religious services are not permitted.
- Abuse or violence of any kind is prohibited.
- Thermostats are locked so all temperature adjustment requests must be made before the event during the walkthrough.
- No sport activities in the lobby area.
- No food or non twist cap beverages in the gym area.
- Only non-marking gym shoes allowed on the playing area.

BEECH GLEN RESERVATION FORM

___ Community Room

___ Gymnasium

Applicant Name: _____

Date of Rental: _____

Mailing Address: _____

*Start Time: _____

*End Time: _____

City: _____

Must include set-up and clean-up

State: _____ Zip: _____

Phone Number:
(H): _____

E-mail Address: _____

(C): _____

Type of Event: (birthday party, baby shower, dinner, etc.): _____

Special Equipment: (tables, chairs, stage, speakers, etc.): _____

Additional charges may apply

Estimated Number of Attendees? : _____

The applicant agrees to:

- pay the applicable fee
- submit the deposit
- read, understand, and follow all rules
- be responsible for all damages

Signed: _____ Date: _____

Make checks payable to: Madison County Parks and Recreation

Mail Forms and Checks to: P.O. Box 579, Marshall, NC, 28753

For Office Use Only:

Amount Paid: _____ Date Paid: _____ Deposit Received Date: _____

Number of Participants: _____ Deposit Return Date: _____

Assigned To: _____ Date: _____

Staff Signature: _____ Date: _____

Beech Glen Community Center Cleaning Checklist

To ensure a full refund of your deposit, please complete the following:

COMMUNITY ROOM	Pre- event	Post- event	Initial
Tables and chairs cleaned and returned to original positions.			
Clean all countertops			
Sweep and mop floor			
Remove all trash bags and take trash away from BGCC			
LOBBY			
Sweep floor and mop if necessary			
Return furniture to original placement			
BATHROOMS			
Flush all toilets			
Sweep floor and mop if necessary			