

# Public Building Rental Specifications

## **The Community Building**

203 W. Barrett Street  
Carthage, NC 28327

### **Maximum Occupancy**

Standing Only	206
Chairs Only	149
Tables & Chairs	69

**Available Chairs** 100

**Available Tables** 12

## **Rental Rates**

### **McDonald Building:**

\$150.00/day

### **Community Building:**

\$200.00/day

### **Alcohol permit:**

\$50.00 one-time fee

### **Refundable Security Deposit**

\$100 one-time fee

## **The McDonald Building**

207 McReynolds Street  
Carthage, NC 28327

*Last Updated: 9/25/2020*

### **Maximum Occupancy**

#### **Board Room**

Chairs Only	62
-------------	----

#### **Meeting Room**

Standing Only	189
Chairs Only	135
Tables & Chairs	63

**Available Chairs** 68

**Available Tables** 12



**The McDonald Building**  
207 McReynolds Street  
Carthage, NC 28327

## **Building Rental Rules & Clean-Up Checklist**

**The Community Building**  
203 W. Barrett Street  
Carthage, NC 28327

### **Tips & Hints**

- Bring your own garbage/trash bags. There are none provided inside the buildings.
- Bring your own paper towels and toilet paper. These items are not kept inside the buildings.
- Cleaning items such as a vacuum cleaner, broom, and mop will be found in the hall closet.
- If using the Community Building, ***please remember that Barrett Street is a ONE WAY street.*** Do not turn onto Barrett Street from McReynolds Street.
- Please be respectful of the neighbors. Do not block or park in private driveways.

### **Clean-Up Checklist**

- ☐ All bagged trash must be taken away.
- ☐ All lights are turned off.
- ☐ Please return thermostats to the following settings:
  - Heat at 68°F
  - Air conditioning at 78°F
- ☐ All doors are locked and secured.
- ☐ Toilets are flushed and clean.
- ☐ Tables and chairs are neatly arranged.
- ☐ Kitchen is clean and in order. Make sure all appliances are clean and **turned off** before leaving the building.
- ☐ No food is to be left in the refrigerator.
- ☐ Building, walkways, and yard are to be left clean, please.

***Please notify the Town of Carthage if you find damages that need repair or other problems that need to be addressed.***



## **§ 115C-527.**

### **Use of schools and other public buildings for political meetings.**

The governing authority having control over schools or other public buildings which have facilities for group meetings, or where polling places are located, is hereby authorized and directed to permit the use of such buildings without charge, except custodial and utility fees, by political parties, as defined in G.S. 163-96, for the express purpose of annual or biennial precinct meetings and county and district conventions: Provided, that the use of such buildings by political parties shall not be permitted at times when school is in session or which would interfere with normal school activities or functions normally carried on in such school buildings, and such use shall be subject to reasonable rules and regulations of the school boards and other governing authorities. (1975, c. 465; 1981, c. 423, s. 1; 1983, c. 519, ss. 1, 2; 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)

## **§ 163-99.**

### **Use of schools and other public buildings for political meetings.**

The governing authority having control over schools or other public buildings which have facilities for group meetings, or where polling places are located, is hereby authorized and directed to permit the use of such buildings without charge, except custodial and utility fees, by political parties, as defined in G. S. 163—96, for the express purpose of annual or biennial precinct meetings and county and district conventions. Provided, that the use of such buildings by political parties shall not be permitted at times when school is in session or which would interfere with normal school activities or functions normally carried on in such school buildings, and such use shall be subject to reasonable rules and regulations of the school boards and other governing authorities. (1975, c. 465; 1983, c. 519, ss. 1,2.)

*Last Updated: 4/22/2020*



# MCDONALD BUILDING/COMMUNITY BUILDING RENTAL AGREEMENT

Date of Function: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Name of Renter/Group: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

## **Rental Rates:**

McDonald Building: \$150.00/day

Community Building: \$200.00/day

Refundable Security Deposit: \$100

Alcohol permit: \$50.00

## **OFFICE USE ONLY**

Total Amount paid: \_\_\_\_\_ ☐ \$100 Refundable Security Deposit Included

Date paid: \_\_\_\_\_

Method of Payment: ☐ Cash ☐ Check ☐ Credit/Debit Card

Building Rented: ☐ McDonald Building ☐ Community Building

Alcohol Permit Issued: ☐ Yes—\$50 Fee Paid

---

I agree to assume the responsibility for the use and care of the McDonald Building and/or the Community Building and agree to leave it clean and in order. I understand that I will be held libel for any missing, damaged or soiled property and agree to compensate the Town of Carthage for same.

The Town of Carthage accepts **NO** responsibility for damage or loss to any person or property occurring on the McDonald Building and/or Community Building property.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Carthage Representative



## ***STATEMENT OF DISCLAIMER***

In renting, leasing, or using any of the properties owned by the Town of Carthage, namely, the McDonald Building, the Community Building, Kiser Park, the Town Hall facilities, Fire Department, etc., neither the Town of Carthage Board of Commissioners, nor the Town of Carthage employees shall assume any responsibility for the loss of, or damage of, or injury to, any property or persons placed on the premises by the user or users or for the loss or damage of any property or personal effects, including motor vehicles and their contents, or for any injury to the user. Its members, employees, agents, guests or participants hereby agree to hold the Town of Carthage, Town of Carthage Board of Commissioners and the Town of Carthage employees harmless for any injury, loss or damages sustained while using any of these above listed facilities owned by the Town of Carthage.

The Town of Carthage is committed to providing opportunities in access and employment in all programs, service, activities and facilities without regard to age, race, color, religion, national origin, creed, political affiliation or disability.

I have read and agree to the guidelines for using the above listed facilities.

---

Representative Signature

---

Date

---

Town of Carthage Representative

