



# LUMBERTON MUNICIPAL UTILITY DISTRICT MEETING ROOM

## RENTAL POLICY

The following guidelines for the Rental of the **Lumberton Municipal Utility District Meeting Room** will be followed by any person or organization wishing to use the Meeting Room.

The Meeting Room will be available, to the public, for specific civic or social activities. **Dances or like functions will not be permitted.** Renters will have access to the **central meeting area, kitchen area, and rest rooms only.** Only table decorations are permitted, nothing shall be taped, glued, or attached to the walls. Scheduled events will be approved by the Board of Directors, or District Manager.

The Meeting Room will **not** be available on Holidays or for regularly scheduled meetings. The rental fees will be as follows:

- 1 - 4 hours ----- \$ 125.00**
- 5 - 8 hours ----- \$ 250.00**
- (cash or check only)**

A District Representative must be present during all functions.

**There will be no alcoholic beverages or tobacco use permitted on the District property.**

All fees will be due and payable at the District office at the time of scheduling, and **must** be scheduled at least two weeks in advance. In the event of a cancellation, the payment will be refunded **less a \$25.00 dollar cancellation fee.**

In addition, a **\$100.00 DEPOSIT (cash or check only)** will be required to cover any damages. Upon inspection and approval of the District Manager or his designee, this deposit will be refunded, in full or part, within ten days. *Payment of damages exceeding \$100.00 will be the responsibility of the Renter.*

---

**Name - printed** **(signature required)**

---

**Email Address** **Mailing Address**

---

**Phone Number**

---

**Time, Date and Type of function (this includes set up and clean up)**

## LUMBERTON MUD MEETING ROOM

### PERMITTED USES:

- a. Civic Groups, i.e., Lions, Rotary, etc.
- b. Wedding shower, Baby showers, Reunions

The audio and visual equipment is not available for public use. No use of the building will be permitted past 10:00 pm. The local Fire Marshall has determined the maximum occupancy to be 90 people.

1. Park in designated areas only
2. Do not block the drive-thru area
3. **Renters** shall be responsible for clean up after each event and disposing of all garbage in designated areas.
4. All damages will be the responsibility of the **Renter**.

### **Table and Chairs are provided with the Room Rental**

(We **DO NOT** provide any table covering or skirts)

### **We ask that you Please wipe all tables and chairs down during clean up**

- 10 - 5 feet round tables – seats 6
- 10 - 5 feet x 30 in long table – seats 4
- 2 - 6 feet x 30 in long table – seats 6
- 2 – 8 feet x 18 inches table (gifts or food)
- Island in kitchen 12' 10" long x 38" wide