



## 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.

1. 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.**

#### PERMITTED USES:

- a. Civic Groups, i.e., Lions, Rotary, etc.
  - b. Wedding shower, Baby showers, Reunion
2. There will be no alcoholic beverages or tobacco use permitted inside the District facilities. The facilities is defined as the building in its entirety. Failure to follow these will result in loss of deposit, and forfeiture of future rental of the facility.
  3. Only table decorations are permitted, nothing shall be taped, glued, or attached to the walls. Decorations must be free standing.  
Items listed are not allowed to be used at the facility due to damages to the building, equipment and littering of the grounds: Any decoration that will leave a residual in or on the grounds are strictly forbidden. Consideration when choosing your party favors is appreciated.
  4. Reservation are made on a first come first serve basis. A deposit of \$200.00 is required to hold date at the time a reservation is made. Full payment is due within one (1) week of the event. Cancellations should be made in writing not less than one (1) week before the function, or the deposit will be forfeited. 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 \$200.00 will be the responsibility of the Renter*
  5. Reserved times will be strictly adhered to. No additional usage will be allowed unless paid for in advance. Renter is responsible for arranging definite times for rental.
  6. No use of the building will be permitted past 10:00 pm
  7. The facility is not to be left open unattended. It is the renter's responsibility to have someone stay at the facility.
  8. Rental does not include kitchen supplies. Renter may use our coffee pot but must provide own coffee, creamer, sugar, and cups.
  9. The audio and visual equipment is not available for public use.
  10. Park in designated areas only
  11. Do not block the drive-thru area
  12. Renters shall be responsible for clean up after each event and disposing of all garbage in designated areas.
  13. A District Representative will be present during all functions.

14. We are not responsible for injury of anyone in the facility or outside in the parking lot of the facility. Running is not allowed in the facility. Children are welcome guest and are a delight to have at the facility, but must be under adult supervision at all times.
15. Some situations are out of our control. In the event of evacuation, hurricane, flood, or any other natural weather situation, breakdown of machinery, air conditioner, loss of electricity, loss of water or other act of God, LUMD will reschedule at the earliest convenience any planned event that was to have happened during that time. All consideration will be made.
16. A refundable damage deposit is required of \$200.00. Each person/group renting the meeting room shall be expected to sign this rental policy. This shall guarantee that any person/group reserving the building is responsible for damages and following the listed rules during rental period. If there is no damage to the building, contents or failure to follow the rules, deposit will be refunded. Damages or broken rules will be noted by attendant at the close of the event and presented to LMUD administration. You will be contacted prior to any charges. The deposit will be used to cover any repairs or janitorial services deemed necessary.
17. Lumberton MUD has full authority to refuse rental of the building to any person, group or organization, who in our opinion, will or previously misused or damaged the facility, refused to cooperate or otherwise violated the rules and purposes.

The Meeting Room will **not** be available on Holidays or for regularly scheduled meetings.

The rental fees will be as follows: **(CASH or CHECK ONLY)**

**Deposit: \$200.00**

**Lumberton Resident Rates: \$50.00 per hour**

**Non-Residents: \$75.00 per hour**

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**Name - printed**

*(signature required)*

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**Email Address**

**Phone Number**

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**Mailing Address**

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

The local Fire Marshall has determined the maximum occupancy to be 90 people.

**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