

Reservee: <HHFRSTNAME> <HHLASTNAME> Reservation No: <RSVID>  
<ADDRESS1>  
<CITY>, <STATE> <ZIP>  
<HOMEPI>

Suggested Cleaning Guidelines and Rules for Riverside Community Building

Hours of Operation 8:00 a.m. - 10:00 p.m.

1. Mop kitchen floor. Sweep hardwood floor. Damp mop when necessary.
2. Clean and return tables to their original position. Please keep tables and chairs inside of building.  
\*\*Fourteen 8ft. rectangular tables and at least 85 chairs are provided.\*\*
3. Bag trash and place it in outside trash receptacles. Trash must be placed in lined receptacles (trash cans).
4. Clean all countertops and appliance surfaces after use. Countertops and tables should not be used for cutting food.
5. The use of glitter, staples, thumbtacks, duct tape, or nails for decorating the building is prohibited.. Double-sided and single-sided tape works well to secure decorations. Do not attach crepe paper or any other decorations to ceiling fans.
6. Frying foods inside the building is not permitted. Fryers can be used outside to fry foods.
7. All food must be removed from the building after your event is complete.
8. Do not remove or unscrew overhead light bulbs from fixtures.
9. Smoking is strictly prohibited inside the community building.
10. We only allow beer and non-fortified wine. Fortified spirits (liquor) and kegs are not permitted.
11. Please clean up any trash, beer cans, etc. left outside of the building by individuals attending your event.
12. Flagrant misuse of building/area will result in forfeiture of future reservation privileges.
13. Parking is permitted around the building and at the end of the road. Do not park across the street and block the driveways of homeowners.

\*\*Cleaning supplies and trash bags are provided for your convenience. Supplies are located in the unlocked closet near the thermostat and in the "unlocked" cabinet by the stove.

\*\*Please note that no one is permitted in the building before or after their reservation time. Your set up and clean up time must be included in your reservation.

\*\*Please make checks payable to New Hanover County. We accept cash in the exact amount, credit/debit cards, or checks. The rental fee for the building is due within 10 business days or no later than 5 business days prior to the actual reservation date, whichever comes first. If the rental fee is not received within the specified time frame, the reservation may be cancelled without notification. The refundable deposit of \$250.00 is due the week of your event. You may pick up the key at that same time Monday - Friday. Fees may also be paid online after making the intial reservation. Use your email address to obtain a username and password from the online reservations site at [www.parksreservations.nhcgov.com](http://www.parksreservations.nhcgov.com).

I have read and agree to abide by all of the regulations listed above. The Parks Department Director and any authorized department employee shall have the authority to eject from any recreation facility any person in violation of the rules and regulations.

Reservee Signature \_\_\_\_\_

Date \_\_\_\_\_