

**Town of Rockwell**  
**PO Box 506**  
**Rockwell, NC 28138-0506**  
**Phone: 704-279-2180**

**RULES & REGULATIONS FOR USE OF THE ROCKWELL CIVIC BUILDING**

1. Please park in the Civic Center parking lot only.
2. Clean up after you are finished with the building. Please sweep and mop floors.
3. Remove and dispose of all trash and garbage before leaving the building.
4. Turn off all lights.
5. Be sure all ceiling fans are off.
6. Lock all doors when leaving building.
7. NO ALCOHOL ON PREMISES.

Rental of Building is \$25.00. There will also be a \$25.00 Key Deposit charged for use of the facilities. Deposit will be refunded after the building has been inspected and the key has been returned. Key must be returned in 3 days or deposit may be forfeited. Any violation of the above listed rules will result in forfeit of the deposit.

\*\*Center will be available during the hours of 8:00 a.m. – 9:00 p.m. Anyone found on the premises before or after these hours will forfeit their deposit.

**\*\* MAXIMUM CAPACITY 40 OCCUPANTS\*\***

The Town Board of Aldermen reserves the right to refuse usage of the building to anyone who violates any of the above rules.

I have read and will abide by the rules and regulations listed above for the Rockwell Civic Building.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Address

Day Requested: \_\_\_\_\_

\_\_\_\_\_  
Address

Time: \_\_\_\_\_

Approved By: \_\_\_\_\_

Key # \_\_\_\_\_

Key Returned On: \_\_\_\_\_