

Johnston Community College
Howell Woods Environmental Learning Center
Facilities and Property Rental Agreement

Organization's Name:

Address:

Phone Number & Fax:

Point of Contact/Title:

Email address:

Facility Requested:

Estimated number attending:

Requested Rental Date(s):

Alternate Date(s):

Requested Time Frame (include set-up/clean-up):

Purpose of Rental:

Special Equipment Requirements

On _____ a security deposit of _____ was mailed with this rental agreement for the rental of the above mentioned facility*. I understand that the security deposit is 1/2 of total fees to be charged and must be returned with this agreement within 20 days. I will pay the total fee of _____ during the last day of the rental. My security deposit will be forfeited if my organization or group cancels its reservation for any reason 30 days or less prior to the rental date. My security deposit may be applied to the total rental costs if the rented or used facility was left in good, clean condition**. I also understand that my future rental can be refused for the abuse or misuse of the facilities and/or property and its resources of for any violation of the posted rules and regulations of the Howell Woods Environmental Learning Center.

Signature/Title:

Date:

*Reservation secured when security deposit is received!

**If the staff has to spend more than 15 minutes to clean or repair rented facilities or other parts of the property due to misuse before group departure, deposit will not be refunded or applied to the total rental costs. Any repair or cleaning required after departure will result in an invoice for full amount of repair or cleaning costs

Make checks payable to: **Howell Woods Environmental Learning Center**

Mailing Address:
6601 Devils Racetrack Road
Four Oaks, NC 27524
Fax: 919-938-0224

For Payment by VISA or MasterCard,
please call:
(919) 938-0115