

# COMMUNITY CENTER AND GYM FORM

THIS AGREEMENT, MADE AND ENTERED INTO BY AND BETWEEN GEORGETOWN-QUITMAN COUNTY BOARD OF COMMISSION, A LOCAL GOVERNMENT AND

\_\_\_\_\_  
( ) -  
NAME ADDRESS PHONE

AGREES TO ABIDE BY THE FOLLOWING: **Please read #18 as it is a new rule.**

- 1) The Community Center space consist of the large open area, the kitchen and restrooms. All other rooms will be locked and off limits for use.
- 2) **A fee of \$200.00 must be paid to rent and receive the key for the Community Center and a fee of \$150.00 must be paid to rent and receive the key for the Gym. The fee of \$200.00 is good for one day only as long it is not already rented for another day of the weekend for the rental of the community center. **\*\*If two different parties are interested in renting the Community Center on the same weekend but not the same day the second party will be charged a \$45.00 non-refundable inspection fee. \*\*This fee has no bearing on what day of the weekend you rent the center. The total for the second party will be \$245.00 and if the community center is cleaned and put back the way you found it you will receive a \$50.00 deposit return. *The Gym fee of \$150.00 is good for one day only. You will receive a \$50.00 deposit return as long as the Gym is put back in the condition you received it in and you return the key on the following business day after your event.*****
- 3) You may rent the Community Center for a weekend rate of \$300.00 with a \$50.00 deposit return. The weekend rate includes Friday, Saturday, and Sunday. **The same party that rented the Community Center for the weekend is the only party allowed to use the center for all 3 days. You may not loan or rent the center out for one of your days. Failure to abide by these rules could forfeit your deposit and your right to rent Community Center in the future.**
- 4) There will be no fee for County or School functions (including Class Meetings). Approved by the Manager prior to event.
- 5) The user of the event must have the building closed and cleaned by 12:00 a.m. the day of the event.

- 6) No admission may be charged at the Community Center or Gym to attend any event, unless the proceeds are to benefit the school (letter of request by the principal) or County Government and have been so approved by the county manager.
- 7) No weapons allowed except by the Law Enforcement.
- 8) No Government building can be used for political gain, which includes the Gym and Commission Board Room.
- 9) User agrees to provide restitution for damages to the facility as a result of negligence on the part of the user; such restitution will be determined by the Manager.
- 10) No Alcoholic Beverages, No Smoking, No Abusive Language, No extremely loud music, failure to follow this policy will result in your deposit not being refunded.
- 11) You must have two chaperones for every 10 children if the event is for minors. The name, address, and phone number of chaperones are required and they must be 25 years of age or older.
- 12) You must clean the premises after using it and bring all supplies to support your event. (Trash bags, napkins, paper towels, cups, silverware, etc.). If the building is not clean after the event a refund will not be issued. There are **no exceptions**. All tables and chairs must be set up in its original form and all white tables and chairs will be counted before and after your event if held at the Community Center. All trash must be removed from the building and deposited in the cans provided at each building. If any items are missing from the building you rented or the trash has not been removed you will forfeit your refund!!!
- 13) No inappropriate dancing or exotic dancers allowed. If this is discovered, the Sheriff department will be contacted due to a violation of the county codes.
- 14) All center furniture must remain in the building.
- 15) The key can only be obtained at the Commission Office and not through any outside sources the day before your event or Friday if the event is on Saturday or Sunday. Providing it is a holiday weekend you are advised to check to see if the office is open.

- 16) The key must be returned to the Commission Office on the following Monday if it is rented on the weekend and the next day if rented during the week. If the key is not returned by the requested day then your refund could be forfeited, if the Commission Office is not notified.
- 17) If 2 or more users are interested in renting the building on the same day we will contact the 1<sup>st</sup> person of interest and they will have 24 hours to come to the office to pay the fee that is required to reserve the center. Failure to pay the fee within the 24 hour period will forfeit your interest in that day and the next user will have the opportunity to rent the building for that date.
- 18) **Do not use tape, pushpins, thumbtacks, nails or anything that will leave a hole or mark on the walls for putting up decorations. The only item that will be allowed to use for decorations will be command strips. The use of any other item will forfeit your deposit and could result in denial of being able to use the Community Center in the future.**
- 19) There will be a minimum of a 3 day notice for the rental or use of any building.
- 20) If the interior and exterior of building are properly cleaned, a refund of \$50 will be issued to the person that rented the building.

THIS PREMISES OF WHICH (type of event) \_\_\_\_\_ IS TO TAKE PLACE IN THE GEORGETOWN-QUITMAN COUNTY NEIGHBORHOOD SERVICE (COMMUNITY CENTER) or Gym. AND I PROMISE TO BE RESPONSIBLE AND ABIDE BY THE ABOVE LISTED RULES IN AGREEMENT WITH THE GEORGETOWN-QUITMAN COUNTY BOARD OF COMMISSION \_\_\_\_\_ . (TODAYS DATE)

IF EVENT IF FOR MINORS: PLEASE IDENTIFY THE CHAPERONS:

\_\_\_\_\_  
NAME ADDRESS PHONE

\_\_\_\_\_  
NAME ADDRESS PHONE

Signature of Renter: \_\_\_\_\_

SIGNED FOR KEY	
_____	_____
NAME	DATE
KEY RETURNED	

DATE OF EVENT: \_\_\_\_\_ TIME \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_

GEORGETOWN-QUITMAN CNTY BOARD OF COMMISSION DATE

# **PLEASE HELP KEEP THE COMMUNITY CENTER AND GYM CLEAN**

## **A CHECK LIST FOR CLEANING THE COMMUNITY CENTER AND GYM**

- NO TABLES OR CHAIRS PERMITTED OUTSIDE
- RETURN TABLES AND CHAIRS TO THE WAY YOU FOUND THEM
- CLEAN TABLES AND CHAIRS AFTER USE
- CLEAN KITCHEN (INCLUDING STOVE)
- CLEAN RESTROOMS
- CLEAN FLOOR
- TAKE OUT ALL TRASH (INCLUDING RESTROOMS)
- ALL TRASH MUST BE PLACED IN THE CANS PROVIDED OUTSIDE AT EACH BUILDING NOT LEFT ON THE GROUND

**\*FAILURE TO COMPLY WITH THESE RULES WILL CONSTITUTE NO  
DEPOSIT REFUND\***

