

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 (REFUND WILL BE GIVEN IN THIS NAME) ADDRESS PHONE

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

IF THE EVENT IS FOR MINORS, PLEASE IDENTIFY THE CHAPERONS:

NAME ADDRESS PHONE

NAME ADDRESS PHONE

AGREES TO ABIDE BY THE FOLLOWING: WIFI PASSWORD: wirelesspassword

- 1) Notice buildings are under 24-hour VIDEO SURVEILLANCE.
- 2) Only 1 user per weekend will be allowed to rent or use the Gym.
- 3) The Community Center space consists of the large open area, the kitchen, rooms 4 and 6, and the restrooms. All other rooms will be off-limits for use; **please do not** enter.

- 4) A fee of \$300.00 must be paid to rent and receive the key to the Community Center, and a cost of \$200.00 must be paid to rent and receive the key to the Gym. **The fee of \$300.00 is good for one day only for the rental of the community center.** You may rent the Community Center for a weekend rate of \$400.00 with a \$100.00 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. ****If two different parties are interested in renting the Community Center on**

THE CIVIL RIGHTS ACT OF 1964 PROHIBITS DISCRIMINATION BECAUSE OF RACE, COLOR, RELATION, SEX, OR NATIONAL ORIGIN. 5/11/2023

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 \$345.00; if the community center is cleaned and put back the way you found it, you will receive a \$100.00 deposit return.

- 5) There will be no fee for County or School functions (including Class Meetings).
- 6) The user of the event must have the building closed and cleaned by 12:00 a.m. (midnight) the day of the event.
- 7) No admission may be charged at the door to attend any event unless the proceeds are to benefit the school (letter of request by the principal) or County Government and have been approved by the county manager.
- 8) No weapons allowed except by Law Enforcement.
- 9) No Government building can be used for political gain, which includes the Gym and Commission Board Room; if used for political reasons, the rental fee must be paid before the key to the building is issued.
- 10) The user agrees to provide restitution for damages to the facility as a result of negligence on the user's part; the Manager will determine such restitution.
- 11) 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.
- 12) If the event is for minors, You must have two chaperones for every 10 children. The name, address, and phone number of chaperones are required, and they must be 25 years of age or older.
- 13) You must clean the premises after using it and bring all supplies to support your event. (Trash bags, napkins, paper towels, cups, silverware, etc.). A refund will not be issued if the building is not clean after the event. There are **no exceptions**. All tables and chairs must be returned to room 6. All white tables and chairs will be counted before and after your event if held at the Community Center. (75) white chairs, (9) 8' white tables, (6) 6' white tables. All **trash must be removed** from the inside of 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!!!**
- 14) No inappropriate dancing or exotic dancers allowed. If this is discovered, the Sheriff's department will be contacted due to a violation of the county codes.
- 15) All center furniture must remain inside the building.

- 16) 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.
- 17) 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.
- 18) If 2 or more users are interested in renting the building on the same day, we will contact the 1st 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 on that day, and the next user will have the opportunity to rent the building for that date.
- 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 the building are properly cleaned, a refund of \$100 will be issued to the person who rented the building.

Signature of Renter: _____

SIGNED FOR KEY	
NAME _____	DATE _____
KEY RETURNED _____	
RETURN DATE _____	

DATE OF EVENT: _____ TIME _____
 APPROVED BY: _____ DATE _____

GEORGETOWN-QUITMAN CNTY BOARD OF COMMISSION

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 THE WAY YOU FOUND THEM
- CLEAN TABLES AND CHAIRS AFTER USE
- CLEAN KITCHEN (INCLUDING STOVE)
- CLEAN RESTROOMS
- CLEAN FLOOR (SWEEP AND MOP)
- 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 REFUND