

REQUEST FOR USE OF THE FLORENCE COMMUNITY CENTER

Located at 437 South Church Street, Florence, MS 39073

The undersigned hereby requests use of the Florence Community Center. The undersigned understands and agrees that the use of the Florence Community Center is subject to the rules contained in the Policy for Use of the Florence Community Center, a copy of which has been made available to him/her, and agrees to be responsible for compliance of all persons in attendance with these rules.

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Function to be held: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Date of proposed use: \_\_\_\_\_

The undersigned certifies that he/she will personally be present during the meeting to be held at the Florence Community Center. The undersigned agrees to be responsible for any damages which may occur to the Florence Community Center as a result of this use of the Florence Community Center by the individual, organization or group named in this request and does hereby release and agree to indemnify and hold harmless the City of Florence, Mississippi and any of their officers, agents, servants, employees and insurers harmless from any and all damages to persons or property occurring during or as a result of the use of the Florence Community Center by the individual, organization or group named in this application.

**You are responsible for cleanup after your event. Mops, mop bucket and brooms are in the storage room to the right of the stage. Please bring your own cleaning supplies. If the Community Center is not left clean, you may forfeit your security deposit. Please return all tables and chairs to the storage room. Please bag your garbage and take it to the garbage cans outside the building. Please make sure that the lights are turned off and the building is locked. Please return keys to the drop box located at City Hall next to the water office drive-through window. Following your event, provided the Community Center is left properly cleaned and without damages, your security deposit will be returned.**

Application should be made in person, and all fees must be paid at City Hall. Applicant is responsible for transaction fees for payments made by credit or debit card.

Agreed this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of responsible person

Rental Fee: \$150.00 per day for \_\_\_\_\_ days Paid: \_\_\_\_\_  
Security Deposit: \$250.00 Paid: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

The following is a guideline for use of the Community Center. A complete copy of the Policy for Use of the Florence Community Center is available for viewing at City Hall.

- Hours available for rental: 8:00 am to 10:00 pm
- Maximum occupancy: 125
- Community Center is closed on all City and State holidays
- Cancellation Policy: if reservation is cancelled more than 14 days prior to reservation date, all money paid will be refunded. If reservation is cancelled less than 14 days prior to reservation date, the security deposit will be returned but rental fee will be forfeited.
- No property, furniture, equipment, or any other item, including banners, plaques, etc., may be removed from the Florence Community Center.
- Please do not pin, tape or nail decorations to posts or walls within the building.
- No alcoholic beverages are allowed on City property.
- No smoking or other use of tobacco in any form is allowed on City property.
- The City is not responsible for coffee or condiments.
- Use of the Florence Community Center for profit of the renter, either directly or indirectly, is not allowed.
- Other than candles used in a rite or celebration, and then only when constantly supervised with an adult present and in supervision, the City will not otherwise allow any burning within the Florence Community Center.
- No activity which results in any pungent odors being emitted is allowed.
- No flea markets, garage sales, or the like, are allowed as permissible uses.
- No skateboards, hover boards, scooters, bicycles or roller skates are allowed in the building.
- Any person or persons causing a disturbance on the premises of the Florence Community Center will be removed from the premises.
- Other than weapons of law enforcement personnel, no visitors or other employees are allowed to bring prohibited items such as firearms, knives or other weapons, including those listed below, into the building.

Prohibited items:

- Guns (including models, replicas, and toy guns)
- Explosive objects or materials
- Box cutters and knives, with the exception of kitchen knives used in food preparation and service
- Brass knuckles
- Handcuffs
- Bullets or anything similar
- Razors, razor blades
- Spikes
- Baseball bats
- Syringe needles