



Community Center Rental Agreement

22584 Hwy 5, Lynn, AL. 35575
205-893-5250

Applicant: _____ Phone #: _____

Company/Organization: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Date(s) Requested: _____

Start Time: _____ End Time: _____
(Including Set-up) (Including Clean-up)

Type Function: _____ Anticipated Attendance: _____

Agreement and Payment Schedule

Your Facility Rental Agreement must be to the Lynn Town Hall prior to the event date along with \$200.00 refundable deposit and the \$100.00 rental fee. The \$200.00 deposit will cover the cleaning (only) of the community center if not cleaned. **Any damages will be accessed separately from the deposit.**

Large groups of adults and children of 50 and above will be charged a \$400.00 refundable deposit and a \$200.00 rental fee.

By signing below, I acknowledge that I have read, understand, and agree to the terms of this agreement and agree to adhere to the rules and restrictions listed.

Signed: _____ Date: _____

Release of Liability

In consideration of the Rental Agreement, I, my heirs, successors, and assigns do hereby remise, release, quitclaim and forever discharge, hold harmless and indemnify the Town of Lynn and its officers, employees, agents and assigns from any and all liability, known or unknown, potential or otherwise, arising from the use of the Community Center and surrounding grounds owned by the Town of Lynn by myself and my invitees; including property damage, personal injury, and death.

I further acknowledge that I (and my invitees) shall use the equipment and facilities only for purposes for which they are intended, and for no other purposes whatsoever. **I understand that I shall be responsible for reimbursing the Town of Lynn for any damage caused to the Town's equipment and/or facilities, excepting that caused from ordinary wear and tear.** The Town of Lynn will not be responsible for any injuries arising from the use of Inflatables and/or other activity play equipment placed on the Town of Lynn Property. The installer of any such equipment will assume all responsibility.

Rules and Regulations

- **There will nothing hung from the walls, ceiling, doors, or windows**
- There will be no illegal drugs, alcoholic beverages, firearms, fireworks, smoking, vaping, tobacco usage, open flames, or nudity allowed
- **Children must be supervised at all times**
- Inflatables and/or other activity play equipment will be allowed in the "Bay Area" or outside (All safety precautions shall be put into place by the installer)
- All monies must be paid prior to the event date
- Any tables and chairs not utilized during the event, shall be stacked against the wall in the bay area
- Prior to leaving: Floors in the main room, kitchen and bathrooms must be swept. The floors in the bathrooms and kitchen must be mopped. The floor in the main room can be spot mopped.
- After event, leave table cloths on the table, if you use the community center table cloths
- All countertops in the kitchen and bathrooms must be cleaned and wiped down along with all toilets
- After event, in summer set air to 84 degrees, in winter, set heat to 54 degrees
- All garbage must be placed in garbage cans outside by the AC units and new bags placed in all garbage cans
- All lights must be turned off and doors closed except **one kitchen door, leave open**
- The outside doors and the gate must be locked and keys returned to the town hall
- No tables or chairs are to be removed from the main room other than for storage
- There is no one allowed through the double doors unless used for an emergency exit
- The Town of Lynn will not be responsible for any lost, stolen, or damaged property
- Storage of items is not permitted before or after your event
- On the day of your event, should your function be terminated due to abuse of policies and procedures, no monies will be refunded
- **This property, inside and outside, is under video surveillance at all times**

Office Use Only

Rental Rate: _____ Total Hours: _____ Total Amt. Due: _____

Deposit Amt.: _____ Rec. on: _____ Rec. By: _____

Rental Fee: _____ Rec. on: _____ Rec. By: _____

Deposit Amt.: _____ Ref. On: _____ Ref. By: _____

Rules gone over with Renter: Y N Date: _____ By: _____

Date Inspected: _____ Inspected By: _____

If not refunded, why: _____
