

This Application form and rental fee must be provided to the County to guarantee your reservation without this application and rental fee paid is subject to cancellation without notice.

**The below prices are per day for the use of the facility**

**APPLICANT INFORMATION**

Individual(s)/Organization renting facility:

- ☐ Chattahoochee County Resident: \$75
- ☐ Chattahoochee County Employee: \$50
- ☐ Non-Resident: \$100
- ☐ Other: TBD - Approval from Samantha Hedgecock required

**CONTACT INFORMATION**

Primary Contact Person: \_\_\_\_\_

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

County State Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**EVENT INFORMATION**

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Setup time: \_\_\_\_\_

Completion time: \_\_\_\_\_

Kitchen Requested ☐ Yes ☐ No

Facility is not to be used for any commercial event to include parties where products are demonstrated and offered for sale. Approved uses included are wedding receptions, wedding and baby showers, birthdays, and family reunions. This agreement is to be used only for the Neighborhood Center, 439 Broad St., Cusseta, Georgia. This agreement does not pertain to any other County owned or managed facilities.

**Occupancy:** 75 Max occupancy

**Reservations:** Must be made during regular operating hours 8:00am to 5:00pm Monday – Friday at the Community Development Office at 215 McNaughton Street. You can call Community Development at 706-890-4007 for more information and availability. There is a One Hundred Seventy-Five Dollar (\$175.00) deposit required before a key will be released. The deposit will be refunded after the facility has been inspected by the maintenance staff or Public Works Director and found to be in acceptable condition. You must present a valid driver's license with your application.

#### **NEIGHBORHOOD SERVICE CENTER USE RULES**

**Tables & Chairs**—The County has provided tables and chairs for the community center to accommodate occupants. These tables and chairs are all stored at the back of the community center. You are responsible for setting up/taking down tables and chairs for your event.

**Kitchen**—The community center is provided with a kitchen area containing sinks, refrigerator, stoves/ovens, serving area and clean up area. Users may provide their own food and beverage or utilize a professional caterer. Use of this room is restricted to users who have reserved the kitchen as part of their community center rental. All excess food and beverages from an event must be removed from the kitchen following the event and all furnishings and fixtures shall be cleaned and wiped down after use. The kitchen does not come with utensils. Any items needed for serving must be supplied by the user.

**Entrance & Doors**—Entrances to the community center shall be limited to the (main) entrance during events. All doors are required to be closed in the normal course of use of the building to meet fire codes. Doors will not be allowed to be “propped” open and left unattended. All emergency exit doors must be kept clear of obstructions in case of emergency.

**Keys**—Users of the community center will be provided with one (1) key. Keys can be picked up a day prior to your event at the Community Development Office at 215 McNaughton Street by 8:00am to 5:00pm Monday – Friday, unless other arrangements have been made. Keys must be returned no later than a day after the event, this will allow you time to clean the building. If your event falls on the weekend you will need to return the key the following Monday. Any lost keys will result in charges for the re-keying of the locks. Keys are not to be duplicated. If it is found that keys were duplicated, the responsible party will be charged the price of replacing or re-keying the locks. Keys are not to be transferred to another party.

**Smoking**—Pursuant to the Georgia Clean Indoor Air Act, the community center is a smoke-free facility.

**Damages**—Any damages to the facility or loss of equipment must be reported immediately. A complete inspection of the facility will be undertaken the day after an event, or as soon as possible thereafter. Any damage to the facility or any equipment will be the personal responsibility of the individual requesting use of the facility including all cost of repairs. These costs will be deducted from your deposit, and you will receive a bill for any balance owed for the cost of repairs, which, by executing this document, you agree to pay promptly.

**User Restrictions**—The County has the right to deny the use of the community center to any individual, group, or organization that has its use privileges revoked due to mistreatment of the facility, failure to conform to County policy or use rules; or is not current with any payments due the County including utility payments.

**Walls/Decorations:** The use of thumb tacks and tape on the walls is prohibited. Any holes or tape damage found on the walls will be taken out of your deposit.

**No Alcohol:** No Alcoholic beverages or illegal drugs allowed in/on the facility premises. If any is found, you will have privileges revoked.

**Liability**—The group, individual, or organization using the community center shall agree to compensate the County for all damages to facilities, equipment or other property owned by the County, to compensate any employee for damage to personal property by any person(s) attending the event, and further assumes all liability for any personal injuries, including death, caused by participants in the scheduled event.

**Refunds**—Rental fees and other charges are completely refundable if the County cancels the use of the community center for any reason other than violations by the user. In the event the agreement holder requests cancellation more than thirty (30) days before the event, a full refund will be issued. There will be no refund for any user cancellation less than thirty (30) days before the event.

**Acknowledgements**—By the following signature, I acknowledge that the County has provided me with a copy of the rules for use of the Community Center. Furthermore, I have read these rules and agree to abide by them and inform others using the community center of the rules and ensure their compliance with these rules.

**Age Restrictions:** Any attendees under 18 years of age must have adult supervision.

**Cleaning of Facility:** Individuals approved for the use of the facility are responsible for leaving it in a clean condition. Individuals will also supply their own cleaning supplies. A “clean facility” means; floors will be swept, mopped, and vacuumed; furniture will be returned to its original position; all appliances, kitchen sinks, and bathrooms shall be in working order; **ALL TRASH MUST BE TAKEN WITH YOU.**

—A \$40.00 cleaning fee will be taken away from the deposit if you fail to clean the facility.

— Please refrain from interfering with the thermostat lock boxes. Any tampering will lead to the forfeiture of your entire deposit due to property damage, and your rights to rent the Neighborhood Center may be revoked.

**Emergency Repair:** If there is an emergency repair after normal operating hours, you will also be charged for man hours to repair.

**Emergency Contact Information: Samantha Hedgecock 229-321-8455 or via email at [shedgecock@ugoccc.com](mailto:shedgecock@ugoccc.com)**

#### **NSC rental agreement**

I have read the above regulations on the previous page, governing the use of the Neighborhood Service Center and agree to abide by them. By signing this document, I hereby agree to indemnify and hold the Unified Government of Cusseta-Chattahoochee County, Georgia, harmless for any liability associated with my function, including, but not limited to injuries incurred by any person or persons while he/she/they are attending my function.

#### **RENTER**

#### **COUNTY**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Rental Deposit Received By / Amount / Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Refundable Deposit Received By / Amount / Date

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
Facility Inspected By / Date

\_\_\_\_\_  
Signature of Person Accepting Key / Date

\_\_\_\_\_  
Refundable Deposit Refunded By / Amount / Date

\_\_\_\_\_  
Signature of Person Returning Key / Date

\_\_\_\_\_  
Signature of Person Accepting  
Refundable Deposit / Date