



Neighborhood Center Rental Agreement

The Unified Government of Cusseta-Chattahoochee County, Georgia

215 McNaughton St Cusseta, Georgia 31805
Telephone 706-890-4007 | Fax No. 706-989-2005

Instructions: To guarantee your reservation, this application form and the rental fee must be submitted to the County within 24 hours of contacting the office. Failure to submit both within the required time will result in cancellation without notice. Additionally, a refundable deposit is required. If the deposit is not received, you will be denied entry to the building and your rental fee will be forfeited. **The maximum occupancy for this facility is set at 75.**

APPLICANT INFORMATION – Prices listed below are per day for the use of the facility.

Individual(s)/Organization renting facility:

- ☐ Chattahoochee County Resident: \$75
- ☐ Chattahoochee County Employee: \$50
- ☐ Non-Resident: \$100
- ☐ Other: Approval Required

Applicant Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alt. Phone: _____
Email: _____

Event Information

Description: _____
Event Date: _____ Event Time: _____
Estimated Attendance: _____ Completion Time: _____
Kitchen Requested: Yes _____ No _____ Setup Time: _____

**** The Neighborhood Center located at 439 Broad St., Cusseta, Georgia, may not be used for any commercial events, including but not limited to parties where products are demonstrated or offered for sale. Examples of approved uses include wedding receptions, bridal showers, baby showers, birthday celebrations, family reunions. This agreement applies only to the Neighborhood Center at 439 Broad St. It does not extend to any other County-owned or managed facilities. ****

RESERVATION POLICIES

Reservations — Reservations may be made in person during regular business hours—Monday through Friday, 8:00 AM to 5:00 PM—at the Community Development Office, located at 215 McNaughton Street Cusseta, GA. Reservations may also be submitted by email to Samantha Hedgecoke at shedgecoke@ugoccc.com. For questions or to check availability, please contact the Community Development Office at (706) 890-4007 or via email at shedgecoke@ugoccc.com. A **\$175.00 deposit** is required before a key to the facility will be issued. This deposit will be refunded after the facility has been inspected by maintenance staff and determined to be in acceptable condition. A **valid driver's license** must be presented at the time of reservation. If the facility is not properly cleaned after use, a **\$40.00 cleaning fee** will be deducted from the deposit.

RULES AND REGULATIONS

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

Alcohol / Drugs — No alcoholic beverages or illegal drugs are permitted on the facility premises. Violation of this policy will result in immediate revocation of facility privileges indefinitely.

Age Restriction — Any attendee under 18 years of age must have adult supervision at all times.

Tables & Chairs — The County provides tables and chairs for use at the community center, which are stored at the back of the facility. It is your responsibility to set up and take down all tables and chairs for your event.

Kitchen — The community center includes a kitchen equipped with sinks, a refrigerator, stoves/ovens, a serving area, and a clean-up area. Users may bring their own food and beverages or hire a professional caterer. Use of the kitchen is limited to those who have reserved it as part of their community center rental. All leftover food and beverages must be removed after the event, and all surfaces, furnishings, and appliances must be cleaned and wiped down. **Please note: the kitchen does not include utensils. Users are responsible for providing all necessary serving items.**

Entrance & Doors — During events, access to the community center must be limited to the main entrance. To comply with fire safety codes, all doors must remain closed during normal use of the facility and may not be propped open or left unattended. Emergency exit doors must remain unobstructed at all times to ensure safe evacuation in case of an emergency.

Key — Renters will only be issued one (1) key. The key may be picked up the business day prior to your event at the Community Development Office between the hours of 8:00 AM and 5:00 PM, Monday through Friday—unless alternative arrangements have been made. The key must be returned no later than the day after your event to allow time for cleanup. For weekend events, the key must be returned the following Monday. If the key is lost, it will result in charges to re-key the facility. Duplication of the key is strictly prohibited. If it is found that the key was duplicated, the responsible party will be charged the price of replacing or re-keying the locks. The key is not to be transferred to another party.

Damages — Any damage to the facility or loss of equipment must be reported immediately. A thorough inspection of the facility will be conducted on the next business day following the event, or as soon as possible thereafter. The individual who reserved the facility will be held personally responsible for any damage or loss, including all repair costs. These expenses will first be deducted from your deposit, and if the repair costs exceed the deposit, you will be billed for the remaining balance. By signing this agreement, you agree to promptly pay any such additional charges.

User Restrictions — The Unified Government of Cusseta-Chattahoochee County reserves the right to deny use of the community center to any individual, group, or organization whose privileges have been revoked due to mistreatment of the facility, failure to comply with County policies or usage rules, or delinquency in payments owed to the County, including utility charges.

Liability — The group, individual, or organization using the community center agrees to compensate the County for any damages to the facility, equipment, or other County-owned property. They also agree to reimburse any attendee for damage to their personal property caused by any person(s) attending the event. Furthermore, the user assumes full liability for any personal injuries, including death, resulting from participants in the scheduled event.

Refunds — Rental fees and other charges will be fully refunded if the County cancels the use of the community center for any reason other than violations committed by the user. If the agreement holder cancels the reservation more than thirty (30) days prior to the event, a full refund will be issued. No refunds will be given for cancellations made less than thirty (30) days before the event.

Facility Clean-Up Responsibility — Individuals approved to use the facility are responsible for leaving it in a clean and orderly condition. Users must provide their own cleaning supplies. A “clean facility” means the following: floors swept, mopped, and vacuumed; furniture returned to its original placement; all appliances, kitchen sinks, and bathrooms left in proper working order; and all trash must be removed and taken with you upon departure.

Emergency Repairs: In the event of an emergency repair occurring outside of normal operating hours, the individual responsible for the rental will be charged for all associated labor (man hours) and repair costs.

Thermostat — Do not tamper with the thermostat lock boxes. Any interference will be considered property damage and will result in the forfeiture of your entire deposit. Additionally, future rental privileges at the Neighborhood Center may be revoked

Emergency Contact Information:
Samantha Hedgecoke
(229) 321-8455
shedgecoke@ugoccc.com

By signing below, I acknowledge that I have read and understood the rules and policies governing the use of the Neighborhood Service Center. I confirm that the County has provided me with a copy of these rules upon request. Furthermore, I agree to abide by all the rules and to inform and ensure compliance among all individuals attending my event at the Community Center. I also agree to indemnify and hold harmless the Unified Government of Cusseta-Chattahoochee County, Georgia, from any and all liability arising out of or related to my event, including but not limited to any injuries sustained by any person or persons attending.

RENTER

Signature

Date

Signature of Person Accepting Key / Date

Signature of Person Returning Key / Date

Signature of Person Accepting / Date
Refundable Deposit

COUNTY

Rental Deposit Received By / Amount / Date

Refundable Deposit Received By / Amount / Date

Facility Inspected By / Date

Refundable Deposit Refunded By / Amount / Date