



Roscoe Robinson Activity Center Rental Agreement

The Unified Government of Cusseta-Chattahoochee County, Georgia

127 Industrial Park Rd Cusseta, Georgia 31805
Telephone 706-989-9911

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.

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

Individual(s)/Organization renting facility:

- ☐ Chattahoochee County Resident: \$50 per hour
- ☐ Chattahoochee County Employee: \$25 per hour
- ☐ Non-Resident: \$75 per hour
- ☐ 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: _____
Will there be an inflatable: Yes _____ No _____ Setup Time: _____

**** The Chattahoochee County Parks and Recreation Center | Roscoe Robinson Sr. Activity Center located at 127 Industrial Park Rd. Cusseta, Georgia 31805, 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 Chattahoochee County Parks and Recreation Center | Roscoe Robinson Sr. Activity Center located at 127 Industrial Park Rd. Cusseta, Georgia 31805.**

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, 11:00 AM to 7:00 PM—at the Recreation Center, located at 127 Industrial Park Rd. Cusseta, GA. Reservations may also be submitted by email to Mordie Askew at recreation@ugoccc.com. For questions or to check availability, please contact the Recreation Center at (706) 989-9911 or via email at recreation@ugoccc.com. A **\$200.00 deposit** is required before entry will be granted to the facility. This deposit will be refunded after the facility has been inspected by recreational 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 Chattahoochee County Parks and Recreation 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 supplies tables and chairs for use at the Chattahoochee County Parks and Recreation Center. These items are stored at the rear of the facility, and recreational staff are available to assist with retrieval as needed. A total of 65 chairs and 16 tables are available for use.

Entrance & Doors — During events, access to the Chattahoochee County Parks and Recreation 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.

Building Entry — Event access must be arranged through the recreational staff. A staff member will grant you entry and remain on-site for the duration of your event.

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 Chattahoochee County Parks and Recreation 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 Chattahoochee County Parks and Recreation 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. To ensure the recreational building can be reopened to the public promptly after your event, please maintain a clean area. Staff members are not responsible for cleaning up after your event. If the recreational staff must clean the facility following your use, a \$40 cleaning fee will be deducted from your \$200 deposit.

Emergency Repairs: If an emergency repair is required outside of normal operating hours, the rental party will be responsible for all labor (man-hours) and repair expenses. To report an emergency during your scheduled event, please contact the Recreational Director at (706) 587-0743.

Emergency Contact Information:
Mordie Askew
(706) 587-0743

By signing below, I acknowledge that I have read and understood the rules and policies governing the use of the Chattahoochee County Parks and Recreation 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 Chattahoochee County Parks and Recreation 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

Driver’s License Number

Signature of Person Accepting / Date
Refundable Deposit

COUNTY

Rental Fee Received By / Amount / Date

Refundable Deposit Received By / Amount / Date

Facility Inspected By / Date

Refundable Deposit Refunded By / Amount / Date