

Lake City Community Center Rental Agreement

ENSURE YOU HAVE READ AND UNDERSTAND ALL OF THE RULES AND TERMS OF THIS AGREEMENT BEFORE COMMITTING TO IT.

\$350.00 DEPOSIT (Cash only) is required to reserve the date of use. The deposit is refundable, presuming that the Center is in good order, clean and no rules violations have occurred. **NOTE:** The \$350.00 cash deposit is not and cannot be part of the rental fee.

RENTAL FEE is due a minimum of two (2) weeks prior to date of use. The Lake City resident/business discounted rate is restricted to two (2) rentals in any one calendar year. Any rentals beyond the allowed two (2) rentals will be at the Non-Lake City resident/business rate. The rental fee is separate from the cash deposit and cannot be supplemented with the deposit.

MONDAY – THURSDAY \$250.00 (Lake City Residents/Businesses) \$350.00 (Non ó Lake City Residents/Businesses)
FRIDAY – SUNDAY \$500.00 (Lake City Residents/Businesses) \$700.00 (Non ó Lake City Residents/Businesses)

HOURS: The Center is available for rent from 8:00 AM until 11:00 PM. However, the rental period may only be for a continuous 8 hours and the renter must indicate, on the application, the 8 hour time period they wish to reserve. **Set-up and cleanup must be included in the rental time period.**

The person signing below agrees to and understands the foregoing requirements, rules, regulations and terms (Attached) for renting the City property known as the **Lake City Community Center**, which **does not** include any part of the adjacent Willie R. Oswald Nature Preserve. The applicant must fill out the information below. Identification may be required.

DATE OF RENTAL _____ HOURS OF RENTAL _____ TO _____

FULL NAME OF APPLICANT _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

BIRTH DATE _____ HOME/WORK PHONE _____

PURPOSE OF RENTAL _____

APPROXIMATE NUMBER OF GUESTS _____

NAME OF AN ALTERNATE PERSON(S) AUTHORIZED TO PICK UP THE DEPOSIT (NOT REQUIRED) _____

I have read and I understand this application and the rules involved with the rental of the Center. I agree to the conditions of rental. I am renting the Center for my own personal use and not for another person. I agree to return the Center to the City in the same condition in which it was received, including cleaning the Center. If the building is not cleaned and/or any rules have been violated, I understand I will forfeit all or a portion of my deposit. I understand that this contract will terminate when the City agrees that no violation(s) have occurred, during the period which I had the property rented or when I have satisfied the damages or violations that did occur. I also agree to pay the City for any repairs that must be made due to damage done by myself and/or my guests, during the use of the Center. I further understand that any violations during the use of the Center can immediately end the use of the Center. In order for me to complete my obligation, I must have completed the check in and checkout process, indicating that the Center was in satisfactory condition and return the form to the Lake City Community Center Coordinator. I understand that I must be present for the entire event to include the check out process. I agree to hold the City harmless for any bodily injury or property damage caused by any rules violations or any inappropriate, negligent or unsafe acts of myself and/or my guests during the period of this lease.

SIGNED _____ DATE _____

DO NOT WRITE BELOW THIS LINE

OFFICE USE ONLY

DEPOSIT RECEIVED BY _____ RENTAL DUE BY _____

AMOUNT OF DEPOSIT _____ DATE PAID _____ AMOUNT OF RENT _____ DATE PAID _____

DATE DEPOSIT RETURNED _____ TO _____

REASON FOR NOT RETURNING DEPOSIT _____

Updated June 9, 2017 Coordinator Deborah Franklin-Walton (DFranklin-Walton@lakecityga.net or 404-922-0754)