

**LAKE CITY COMMUNITY CENTER
PROCEDURES, RULES, REGULATIONS AND TERMS**

Address: 5471 Jonesboro Road
Lake City, GA 30260

The maximum allowable capacity, inside the Center, is **199 people** in order to stay in compliance with current Fire and Life Safety Code. If this number is exceeded the event will be shut down until the event is back in compliance. In addition, this capacity is based on standing room only and does not take into account the use of tables, chairs or other equipment. The quantity, size, placement or other considerations could affect the comfortable use of the Center at the maximum allowable capacity level.

Requests for exceptions to any rules, fees, etc. must be made in writing and turned in to the City Hall. All decisions are strictly at the discretion of the Mayor and Council. The current rules will not be re-written to fit the individual needs of the Renter. However, written suggestions may be taken into consideration for future updates.

A. Rental Policy

1. In order to rent the Community Center the applicant must be 21 years of age on or before the application date.
2. 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.
3. Rental fee, per continuous 8 hour rental, for the Center:
MONDAY – THURSDAY \$250.00 for Lake City residents and \$600.00 for non-residents.
FRIDAY – SUNDAY \$500.00 for Lake City residents and \$1,200.00 for non-residents.
4. Lake City residents must show a current utility bill with a Lake City address and a photo ID or a valid Georgia driver's license or ID with a street address within the City limits.
5. The City of Lake City reserves the right to terminate use of the Center to any organization, entity or individual that violates these policies and procedures.
6. 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 designated rental time period.**
7. **A \$450.00 deposit (cash only) and rental application is required to reserve the Center for a specific date of use.** The rental fee (cash, check or money order) is due a minimum of **thirty (30) days** prior to the date of use. The deposit will be returned in full, to the renter or their designee, should there not be any charges flowing from non-compliance with these rules and

- procedures. The \$450.00 cash deposit and the rental fee are two separate required items and the deposit cannot be used to supplement the rental fee payment.
8. The adjacent Willie R. Oswalt Nature Preserve is not part of the Community Center rental. The Nature Preserve is considered wetlands and a public park and under no circumstances can it be rented or used for any private or public events.
 9. Fees are subject to change without notice. A signed rental agreement with the deposit confirms the rental fees.
 10. Procedures, rules and regulations are subject to change without notice. Unless it is a fire or life safety code issue, the rules in affect at the time the application is signed and dated will generally apply. However, the City reserves the right to impose restrictions that serve in the best interest of the City.
 11. The rental fee only covers the date(s) indicated on the application. It does not cover set-up the day before or break down the day after. If an additional day is needed for either set-up or break down an additional day(s) must be rented.
 12. In order for a Lake City business/organization to qualify for the Lake City resident/business rate the business must be in good standings with the City (property taxes, occupational taxes, ordinance compliance, etc.) and the applicant must be an executive or the owner of the business/organization.
 13. The Center may not be available on any Federal, State or City designated legal holidays. Check with the City Hall to determine availability.
 14. The specific use of the Center must be identified at the time of submission of the application.
 15. The City reserves the right to deny, limit or terminate the range of use, of the Center, due to life safety and/or maintenance concerns.
 16. Applications for the Center must be made a minimum of Thirty (30) days in advance of the event. No application will be deemed completed, nor a date reserved, until the application and deposit are received.
 17. A City representative shall be present to open and close the Center for all events and activities.
 18. The City reserves the right to refuse rental of the Center to any person, group or organization that has in the past, violated any City of Lake City ordinances, policies and procedures, rules and regulations or has shown disregard for persons or property or who in the opinion of the City did not conduct themselves in a peaceable and appropriate manner.

B. Community Center Use

1. The Center has tables and chairs available for use, at no additional cost. However, we do not guarantee quantity or condition and we do not guarantee replacements prior to a scheduled event. It is the Renter's responsibility to ensure there are enough tables and chairs to accommodate their event.
2. The Center shall not be used for any unlawful activity or any activity which may be disruptive, divisive or demeaning to the community.
3. The Center may not be used as an area for religious services or political events.

4. The use of the Center shall be restricted to purposes which offer community benefits and family events. Community events shall include, but not limited to, concerts, banquets, arts and craft shows, antique shows, product demonstrations, business meetings, training classes, seminars and other activities deemed appropriate. Family events shall include, but not limited to, wedding receptions, birthday celebrations, anniversary celebrations, wedding and baby showers, family reunions, class reunions and other events deemed appropriate.
5. The name of the City of Lake City shall not be used in advertising or in any manner that may imply sponsorship or sanction of any event or activity without the explicit permission of the City.
6. Fire codes shall be adhered to at all times; including, but not limited to, seating capacity, lobby capacity and other areas of the Center.
7. Smoking is prohibited inside the Center in conjunction with the City of Lake City's Smoke-Free Workplace Policy and is only allowed in marked designated smoking areas. This policy includes but is not limited to the use of cigarettes, cigars, pipes, E-Cigarettes or other vaping products, hookahs, etc.
8. The Community Center Coordinator is required for all events conducted at the Center. The City may require additional security based on the perceived needs of a particular event.
9. The Center does not have a commercial rated kitchen, therefore, there is **no cooking permitted** (warming only) in the Center. All food preparations must take place off premises.
10. The Renter is responsible for all actions of the caterer and should inform the caterer of the rules and regulations concerning the use of the Center.
11. The City cannot assume responsibility for items left before or after the rental times. The Renter, caterer, florist, etc. are responsible for removal of all equipment within the rental time.
12. All City owned tables must be protected (table cloth/covering) when used by the Renter.
13. The City is not responsible for any items such as dance floors, stages, tables, chairs, tablecloths, etc. that are rented from another source.
14. An appointment with the coordinator is not required. However, any appointment request should be made at least 30 days prior to the scheduled event to walk through the Center to make specific decisions on room set-up.
15. All City equipment and art work shall remain in the facility, at all times, with no exceptions. The Renter shall be responsible for moving or relocating any equipment, under the supervision of the Community Center Coordinator.
16. No permanent features of the Center may be changed by the Renter or anyone in their party. Decorations and/or advertising signs placed in or on the building, walls or corridors may not be supported by nails, tacks, screws or pressure sensitive tape. Any decorations that may be approved shall be non-flammable materials and shall conform to regulations and ordinances of the City. Requests for decorations shall be made at the scheduled meeting (listed in Section B, #14) to discuss room set-up.
17. No balloons or streamers may be left when the room is not occupied. Motion detectors will pick up their motion.
18. No pyrotechnics may be used in or around the Center.

19. The Center and its equipment will be inspected before and after each event, The Renter and Coordinator must complete the check list and sign off on it.
20. The Renter shall assume full responsibility for the character, acts and conduct of all persons admitted to the Center during the term of the rental contract. The Renter and his/her party will comply with all laws, ordinances, rules and regulations of the State of Georgia and the City of Lake City. The Renter will obtain or ensure their vendors, caterers, etc. have all necessary permits and licenses, if required by law.
21. If a violation occurs and it is not immediately corrected, the City may terminate the event and no refund will be permitted.
22. The Renter shall be liable for all damages to the building and equipment and agrees to indemnify and hold the City harmless from any claims and suits arising out of injury or death to any person or damage to property resulting from the negligent use of the Center.
23. Should any of these procedures, rules or regulations be violated, the full security deposit may be forfeit.
24. Children must be supervised at all times while in the Center and on City property.
25. Tables and chairs are to be left the way they were found prior to the start of the rental time.

C. Contract Changes, Cancellation and Deposit Returns

1. Cancellations which occur less than 30 calendar days, from the date of use, will result in the forfeiture of the deposit.
2. All cancellations must be done in person and only the applicant may cancel the rental application.
3. If #1 of this section does not apply, the deposit will usually be returned to the applicant at the time of the cancellation. If the deposit is not immediately available, the City will contact the applicant when the deposit becomes available for pick-up.
4. Only the applicant or the designee(s) listed on the application are authorized to pick-up the deposit after the rental has been successfully completed.
5. Any critical changes (applicant, reservation date change, designee change, etc.) may require the original application to be cancelled or altered, in person, by the applicant and a new application to be filled out, if applicable.
6. A fee may be deducted from the deposit to cover the cost of excessive clean-up and/or unnecessary damage to the Center and/or equipment.
7. If there are charges to the deposit a full list of particulars will be made to the Renter within five (5) working days following his/her use of the Center.

D. Clean-Up

1. All garbage must be removed from the facility and placed in designated containers, in tied bags.

2. The Renter is responsible for the clean-up of the banquet room, bathrooms, kitchen and any trash left around the exterior. All boxes must be broken down and all trash, to include food, must be placed in heavy-duty plastic garbage bags, secured tightly and disposed of in designated places. If this is not done, there may be a penalty fee imposed.
3. Any items brought to the Willie R. Oswalt Nature Preserve, City Hall main parking lot or the overflow parking lot by the applicant and/or guests, during the event, must be disposed of in a proper garbage container. Any bottles, containers, food, plates, flyers, announcements etc. left behind and are found to be associated with the event and/or its guests may result in a full or partial forfeiture of the deposit to cover any clean-up costs incurred by the City.
4. The City provides minimal cleaning supplies, trash bags, kitchen and bathroom products (paper towels, toilet tissue, etc.). The Renter or their designee should be prepared to provide their own supplies, as needed.

E. Alcohol Use

1. Vinous and malt alcoholic beverages (wine, champagne, beer, wine coolers etc.) are the only alcoholic beverages permitted in or around the Community Center Property. No liquor, spirits or similar alcoholic beverages are allow.

F. Motorized Vehicles

1. No motorized vehicles are allowed without authorization from the City administration.
2. The minimum requirements are; any operator must possess a valid driver's license, they must be 16 years of age or older and the vehicle must have full liability insurance coverage (not just coverage on the vehicle itself).
3. The City reserves the right to impose additional restriction to protect the interests of the City and its property.