



COMMUNITY ROOM
USER AGREEMENT AND RULES

City of Centerville
300 East Church Street
Centerville, GA 31028

Phone: (478) 953-4734 Fax: (478) 953-4797

1. Do not adjust air conditioning and/or heating temperatures, they have been set to provide comfortable yet cost efficient operation.
2. NO SMOKING.
3. NO ALCOHOL.
4. No glitter or sequins
5. Tables, chairs, and other items furnished by the City must be placed back in their original storage areas before leaving.
6. No garbage should be left inside the facility. It should be deposited in the dumpster outside the kitchen entrance.
7. All facilities are available to the public on a first come, first serve basis as long as it does not interfere with department programs.
8. Reservations will be taken no more than a year in advance.
9. A contract must be executed, and fees must be paid at least one week in advance.
10. Groups using the facilities are responsible for set up, break down, and cleaning (includes sweeping and mopping entire area) during the time reserved. If the department representative deems the facility unclean, the \$75.00 cleaning fee will not be refunded to cover cleaning costs.
11. The person signing the contract will be responsible for adhering to all rules and regulations. Any infraction or failure to comply with the rules will result in the withdrawal for all privileges regarding the City of Centerville Community Room.
12. No alcoholic beverages or tobacco products allowed on City property.
13. All activities must cease and buildings cleaned and locked by 9:00pm on Monday thru Friday, and 11:00pm on Saturday.
14. There will be a \$30.00 service charge on all returned checks. Cash payment is required for service charge and returned checks.



CITY OF CENTERVILLE
COMMUNITY ROOM
PRICE SHEET

	MONDAY-FRIDAY 8:00-5:00	MONDAY-FRIDAY 5:01-9:00	SATURDAY (ONLY) 8:00-5:00	SATURDAY (ONLY) 5:01-11:00
Non-Refundable Deposit	\$50.00	\$50.00	\$50.00	\$50.00
Room Fee (for 4hrs)	\$100.00	\$150.00	All fees apply	All fees apply
Room Fee (for 6hrs)	N/A	All fees apply	\$200.00	\$250.00
Additional Cleaning Fee*	\$75.00	\$75.00	\$75.00	\$75.00
Non-profit Organizations	No charge	All fees apply	All fees apply	All fees apply
City Employees	\$25.00	\$25.00	\$25.00	\$25.00
Governmental Agencies	Wave hourly fee, but charge a \$50.00 deposit for weekdays only			

*Additional cleaning fee may be charged if room is left unclean

NO ALCOHOL BEVERAGES ALLOWED ON PREMISES



CITY OF CENTERVILLE
COMMUNITY ROOM
USER AGREEMENT

_____ shall enter into an agreement with the City of Centerville for the use of the Community Room.

A non-refundable deposit fee of \$50.00 and a \$75.00 cleaning fee is required. After the Community Room is inspected and if any problems are found, then an additional cleaning fee will be charged.

All property in the Community Room is the property of the City of Centerville. The City of Centerville will have the first say in all matters concerning use of the property.

We will use the Community Center on the following date(s) and time(s):

Date: _____

Time: _____

Date: _____

Time: _____

This agreement is only for the dates and times listed above.

This agreement is entered into on _____.
(Date)

The City of Centerville is not responsible for any liabilities while the Community Room is under lease.

I acknowledge that I have received the COMMUNITY ROOM USER AGREEMENT RULES & PRICE SHEET:

I understand that it is my responsibility to read and comply with this policy. I further understand that I should consult the *Centerville City Clerk's* office regarding any questions raised by this policy and not answered by the User Agreement and Rules.

Lessee

Lessee Phone Number

City of Centerville Official

Date

Office Use Only

Fees Received: _____

Date: _____