



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. Rental applicants must be at least 21 years old.
5. No glitter, sequins, confetti, or any other substance that would remain in the room after your rental is completed.
6. Tables, chairs, and other items furnished by the City must be placed back in their original storage areas before leaving.
7. No garbage should be left inside the facility. It should be deposited in the dumpster outside the kitchen entrance.
8. All facilities are available to the public on a first come, first serve basis as long as it does not interfere with department programs.
9. Reservations will be taken no more than a year in advance.
10. A contract must be executed, and fees must be paid at least two (2) weeks in advance.
11. Groups using the facilities are responsible for set up, break down, and cleaning during the time reserved.
12. 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.
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.
15. 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 Centerville Community Room and possible fines. Rental applicants that fail to follow stated rules will not be allowed to rental City of Centerville facilities for 12 months.
16. The rental applicant assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participating in any activity for which the Community Room is used.





**CITY OF CENTERVILLE
COMMUNITY ROOM
PRICE SHEET**

- 2-hour minimum
- 12-hour maximum on Monday through Friday; 15-hour maximum on Saturday
- Rental includes: seating and tables for 165; access to kitchen (including: sink, ice machine, stove top and oven); men’s and women’s restroom
- A contract must be executed, and all fees must be paid at least two (2) weeks in advance.

	MONDAY-FRIDAY	SATURDAY
Hourly Community Room Rate	\$30.00 per hour	\$45.00 per hour
Daily Community Room Rate	\$300 (8am – 8pm)	\$500 (8am – 11pm)
Cleaning Fee	\$75.00	\$75.00

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

NO ALCOHOL BEVERAGES ALLOWED ON PREMISES





CITY OF CENTERVILLE
COMMUNITY ROOM
USER AGREEMENT

_____ (individual or group name) shall enter into an agreement with the City of Centerville for the use of the Community Room at Centerville City Hall. 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 Room 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)

Cleaning Fee \$75.00

Monday – Friday fee hrs @ \$30/hr = \$ _____

Saturday fee hrs @ \$45/hr = \$ _____

OR (Circle One)

Daily Room Rental (Monday – Friday) \$300

Daily Room Rental (Saturday) \$500

TOTAL DUE\$ _____

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: _____

Method of Payment: _____

