



Town of Church Point

FACILITY RENTAL CONTRACT

COMMUNITY CENTER

RENT \$500.00 - Non Refundable – includes security officer for five hours
DEPOSIT \$100.00 - Refundable

If person or group is from outside city limits, an additional fee of \$100 will be added to price of building.

DATE: _____ **HOURS (beginning)** _____ **(ending)** _____

NAME OF CLUB OR ORGANIZATION: _____

ADDRESS: _____ **CITY:** _____ **PHONE#** _____

NAME OF PERSON MAKING APPLICATION: _____

AFFILIATION WITH ORGANIZATION IN WHOSE NAME THE APPLICATION IS BEING MADE:

TYPE OF FUNCTION OR ACTIVITY? _____

THE TOWN OF CHURCH POINT WILL NOT ACCEPT LIABILITY FOR ANY INJURIES, ACCIDENTS, OR STOLEN ARTICLES OCCURRING IN THE CENTER OR ON THE GROUNDS DURING THE OCCUPANCY BY ANY GROUP OR PERSON GRANTED PERMISSION THE USE OF SUCH FACILITIES. PERSONS OR GROUPS RENTING ACCEPT RESPONSIBILITY FOR ANY DAMAGES TO GROUNDS, BUILDINGS, OR EQUIPMENT. MISSING ARTICLES WILL BE BILLED ACCORDINGLY. ALL FURNISHINGS AND EQUIPMENT MUST REMAIN IN BUILDING. AFTER A DEPOSIT HAS BEEN PAID, THERE WILL BE NO REFUNDS IF RESERVATIONS ARE CANCELED. IN MAKING THIS APPLICATION, I CERTIFY THAT I HAVE READ AND WILL COMPLY WITH THE POLICIES AS SET FORTH BY THE TOWN OF CHURCH POINT.

DATE: _____ **SIGNED:** _____

REPRESENTATIVE OF CLUB OR ORGANIZATION

TOTAL CHARGES: \$ _____ **APPROVED BY:** _____

NAME & TITLE

WITNESS: _____ **WITNESS:** _____

COMMUNITY CENTER RULES & REGULATIONS

- 1. ABSOLUTELY NO SMOKING ALLOWED IN BUILDING. IF ANY CIGARETTE BUTTS ARE FOUND IN THE BUILDING THE DEPOSIT WILL BE FORFEITED.**
- 2. THE PERSON OR GROUP RENTING THE CENTER WILL BE RESPONSIBLE FOR PICKING UP ALL ARTICLES, OBJECTS OR OTHER THINGS BROUGHT IN BY THEM. (ie. boxes, paper cups, beverage cans, flowers, left over food, and all other trash) ANYTHING BROUGHT IN MUST BE REMOVED. ALL TRASH MUST BE DEPOSITED IN THE DUMPSTER LOCATED IN THE PARKING LOT.**
- 3. THE TOWN OF CHURCH POINT WILL NOT BE LIABLE FOR ANY ARTICLES LEFT IN THE BUILDING. ANYTHING OF VALUE SHOULD BE REMOVED AT THE CONCLUSION OF THE FUNCTION.**
- 4. FUNCTIONS HELD AT THE CHURCH POINT COMMUNITY CENTER MUST END AT 1:00 AM. ADMISSION CHARGES ARE ONLY ALLOWED BY CIVIC GROUPS AND NON-PROFIT ORGANIZATIONS.**
- 5. FOR STUDENT SPONSORED FUNCTIONS: NO ALCOHOLIC BEVERAGES WILL BE ALLOWED IN THE BUILDING OR ON THE PREMISES AND NO ALCOHOLIC COMSUMPTION WILL BE PERMITTED. ADDITIONALLY, AT LEAST EIGHT (8) CHAPERSONES MUST SIGN CONTRACT AND BE PRESENT FOR THE ENTIRE STUDENT SPONSORED FUNCTION. SCHOOL SPONSORED ACTIVITIES WILL BE AESSESSED A \$50.00 FEE FOR SECURITY, BUT WILL BE RESPONSIBLE FOR ALL CLEAN UP.**
- 6. BE SURE TO LOCK ALL DOORS WHEN YOU ARE FINISHED.**
- 7. NO DECORATIONS OR SIGNS OF ANY KIND WILL BE ALLOWED TO BE TAPED OR ATTACHED TO WALLS OR CEILING OF ANY BUILDINGS.**
- 8. NO HEAVY EQUIPMENT ON TABLES, CHAIRS AND IN THE COOLER. DO NOT PUT CHAIRS ON TABLES. (NO EXCEPTIONS)**
- 9. ALL BEER AND LIQUOR MUST BE IN LEAK PROOF CONTAINERS.**
- 10. DEPOSITS WILL BE REFUNDED UPON NOTIFICATION BY CITY PERSONNEL THAT BUILDING HAS BEEN CHECKED FOR DAMAGES. ANY DAMAGES FOUND WILL BE TAKEN OUT OF DEPOSIT; IF DAMAGES EXCEED DEPOSIT, YOU WILL BE BILLED FOR BALANCE.**
- 11. KEY FOR EVENT MAY BE PICKED UP 12:00 to 4:30 PM. ON PREVIOUS DAY OF RENTAL, UNLESS BUILDING IS RENTED FOR THAT DAY. OTHERWISE YOU MAY GET KEY AT 6:00 AM. ON DAY OF RENTAL. ALL ITEMS MUST BE REMOVED BY RENTER OR DECORATOR ON DAY OF RENTAL UNLESS BUILDING IS NOT RENTED THE NEXT DAY, MUST BE REMOVED BY 9:00 AM. FOLLOWING DAY. A \$25.00 FEE WILL BE CHARGED IF KEY IS NOT RETURNED THE FOLLOWING DAY.**

I HAVE READ THE ABOVE RULES AND REGULATIONS AND DO HEREBY FULLY AGREE TO THE TERMS.

DATE: _____

SIGNATURE: _____