

# HEPHZIBAH/CARROLL COMMUNITY CENTER

## RULES AND REGULATIONS:

Please initial all highlighted areas below. A copy of these initialed pages must be returned with your contract to secure a reservation:

CANCELLATION POLICY: To obtain a refund for a cancelled event, written notice of cancellation must be received 30 days prior to the scheduled event date for a full refund. If cancelled less than 30 days prior to the event date, **NO REFUND WILL BE GIVEN & NO RESCHEDULING TO A DIFFERENT DATE.**

1. Reserved Hours: The hours that were reserved for your event are strictly enforced, which must include *set up and clean up*. For example, an event scheduled from 7 to 11 pm means you are unlocking the door at 7 pm and locking it at 11 pm on your way out.  INITIALS
  
2. Alcohol Policy: No Alcohol on premises.  INITIALS
  
3. Events: A Hephzibah City Employee will be necessary for any event or party. The employee receives \$20.00 per hour in cash (\$80 minimum), which is paid directly to the employee at the beginning of the event.  INITIALS
  
4. Catered Function: If catered, all components need to be set up and removed within the reserved event times. No over night or early drop offs allowed. Additional hours may be purchased for \$50.00/hr to accommodate additional time your caterer may need. These hours need to be scheduled and paid for prior to your pick up of the key the day of your event.  INITIALS

### SET UP:

5. The approved copy of the contract must be with the contact person while using the facility.  INITIALS
  
6. No smoking or tobacco use allowed inside Community Center.  INITIALS
  
7. All members of the party must adhere to the rules at all times.  INITIALS
  
8. Do not alter the thermostat at all as it is locked / preset to take into consideration maximum capacity during an event.  INITIALS
  
9. Items that are not allowed *inside* the facility are as follows:
  - Confetti, rice, and birdseed (even in regards to a wedding)
  - Personal, mobile grills (All sidewalks, passageways, halls, and exits shall not be obstructed at any time.)
  - Fire, candles, tiki torches, and all other open flames. Birthday candles are permitted in short periods of time to sing, take a picture, etc.
  - Gasoline, explosives, oils, and other artificial lights.
  - Nails, tacks, staples, glue on any fixtures, wall, plantation shutters, doors or windows.
  - Scotch, masking, or duck tape on any fixtures, wall, plantation shutters, doors or windows.

- Painting, staining, repairs, or alterations to change appearance or contours of said building or property. [REDACTED] INITIALS
- 10. Children must be supervised by an adult at all times. [REDACTED] INITIALS
- 11. There is no podium, projector or P.A. system available for public use. [REDACTED] INITIALS

**CLEAN UP:**

- 12. Garbage is to be bagged, tied. Trash cans should be placed by the kitchen before leaving the facility. The Lessee accepts the facility in good order, and repair, and agrees to leave the facility (building, grounds, furniture, and equipment) in like condition to the City of Hephzibah, free of debris and garbage. [REDACTED] INITIALS
- 13. Unfurnished Items that need to be cleaned/removed: All decorations, food, containers, and all rentals. [REDACTED] INITIALS
- 14. Lessee is prohibited from removing furnishing or equipment owned by the City of Hephzibah from the Community Center. [REDACTED] INITIALS

**LIABILITIES. RESPONSIBILITIES. AND ADDITIONAL INFORMATION:**

- 15. The Lessee shall be liable for any and all damages caused through their own act or the acts of anyone visiting the facility upon the invitation of said lessee or any portion thereof or to persons or property for which the City is held responsible. [REDACTED] INITIALS
- 16. Any damaged sustained during an event and found to be caused by the Lessee or the guests of the Lessee, whether invited or uninvited, shall be documented and quotes will be obtained to fix, repair or replace the item(s) damaged. The Lessee will be contacted within 5 business days regarding the damage and arrangements to pay for the damage will be made with the City. The Lessee is the sole responsible party for damage sustained during the rental hours of their event and if it is found to be other persons in attendance that caused the damage, it is the Lessee's responsibility to collect monies to pay for the damages directly from those guests. The City will not be responsible for collection of monies from any other parties other than the Lessee that has signed this contract. [REDACTED] INITIALS
- 17. Lessor reserves the right through its officers or agents to reject any objectionable party or parties from the facility. Upon exercise of his authority through any of its employees, agents, or police officers, Lessee hereby waives any and all claims for damages against the City of Hephzibah. [REDACTED] INITIALS
- 18. The Lessee hereby releases said City from any and all damages to persons or property during its use of facility. Lessee also agrees to indemnify and hold harmless the City against any and all claims sustained by any person, including the Lessee, which may result from the use of said center and park by Lessee. The indemnification herein agreed to by the Lessee shall include indemnification for negligent acts of the City or any of its agents, servants, or employees. [REDACTED] INITIALS
- 19. Lessor reserves the right, without notice, to cancel this lease at anytime whatsoever, if in the determination of the Lessor, cancellation is necessary to protect the health, welfare, morality, or safety of the public, or if the premises are used for any other way than that specified by the lease, or if Lessee's use constitutes a nuisance or is in any other way in violation of the laws or ordinances of the City of Hephzibah or the State of Georgia. In the event of the cancellation of this agreement, Lessee shall have no claim of any kind against the Lessor by reason of such cancellation. [REDACTED] INITIALS