

**Whitfield County Recreation Department**

**115 Edwards Park**

**Dalton, GA 30721**

**(706) 226-8341 FAX (706) 279-1515**

**Rental Agreement**

Room Renting: \_\_\_\_\_

Name of Renter: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Address: \_\_\_\_\_

2 Contact #'s: \_\_\_\_\_

Number of People Anticipated to Attend: \_\_\_\_\_

Hours Room is Needed: From: \_\_\_\_\_ To: \_\_\_\_\_ Date of Event: \_\_\_\_\_

# of tables needed: \_\_\_\_\_ Round \_\_\_\_\_ Rectangle # of chairs needed: \_\_\_\_\_

**DEPOSIT:**

Application forms must be filed with a refundable deposit separate from rental. This Deposit will be refunded upon inspection of the room after rental. Below are deposit amounts for each room. All Deposits must be in check form.

Community Room: \$100

Classrooms: \$50

**CANCELLATION FEE:**

**If cancelled within 72 hours of rental, the deposit will be kept as the cancellation fee. The only exception for this is inclement weather.**

\*\*\$35.00 charge for all returned checks

Room Fee Schedule:

Community Room:

Hourly (2 hour minimum per day): \$50 X \_\_\_\_\_ Hours = \_\_\_\_\_

Concession: \$50 X \_\_\_\_\_ Hours = \_\_\_\_\_

**Total:** = \_\_\_\_\_

Classroom:

Hourly (2 hour minimum per day): \$25 X \_\_\_\_\_ Hours = \_\_\_\_\_

**Total:** = \_\_\_\_\_

Deposit: In Check Form: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Deposit Check #: \_\_\_\_\_

PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_ RECEIPT# \_\_\_\_\_

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**115 Edwards Park \* Dalton, GA 30721 \* 706-226-8341**  
[www.playwcrd.com](http://www.playwcrd.com)

**Rules and Regulations**

- \*\* All applications for rental of the Whitfield County Community Rooms must be approved. We reserve the right to refuse rental of the building to any person, persons, groups, or organizations when it deems that it would not be in the Center's best interest. The authority lies within the Director and the Recreation Board. Application forms must be filed with a deposit separate from rental fee. Please see charges on the rental agreement. This deposit will be refunded after inspection of the building and grounds. Fees will be deducted from deposit accordingly. In the case where additional costs are incurred, an invoice will be mailed to renter and payment is expected upon receipt of invoice.
- \*\* Cancellation Policy: Cancelling Rental of Room must be done 72 hours prior to the rental date to receive full deposit refund. Cancellations less than 72 hours from the event date will incur a 50% deduction.
- \*\* Cleaning Policy: Please do your best to leave room in the same condition as when you entered room before event. Failure to do so could result in a deduction in the deposit.
- \*\* Trash: Renters are required to make sure all trash is in containers. Failure to do so will result in a deduction from deposit.
- \*\* Tables and Chairs: No tables or chairs are to be removed from the building or the room rented unless authorized. You may move around the tables and chairs however you like but please do not drag them across the floors.
- \*\* Smoking: There will be absolutely NO SMOKING inside Whitfield County buildings.
- \*\* Alcohol/Illegal Drugs: Absolutely no alcoholic beverages or illegal drugs allowed in building. Any rental caught not complying with this rule will be asked to leave and will forfeit their deposit. Also could result in not allowing future rentals. WCRD reserves the right to check all coolers.
- \*\* Pets: There will be absolutely no animals inside the Whitfield County building.
- \*\* Liability: Applicant agrees that actions taken during the rental period are the responsibility of the person(s), group, or organization making application. Applicant acknowledges that the Center is to be held harmless in the event of any injury both personal and property that may occur in connection with rental. Applicant acknowledges that any damage to the Community Center will be the liability of the person, persons, group, or organizations approved for rental and shall reimburse the Community Center for costs of repairs of damage.
- \*\* **The hours reserved should include set up and break down time. You may be allowed in early to set up, provided there are no other rentals in the specified rooms. Any rental overages will result in additional fees owed to WCRD. These overage fees will be determined by WCRD staff.**

Signature of Renter: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_