



## WCRD Rental Agreement Community Center Rooms and Pavilions

### Renters Information

Room/Pavilion Location: \_\_\_\_\_ Event Type: \_\_\_\_\_

Renters Name: \_\_\_\_\_ Renters Contact #: \_\_\_\_\_

Renters Email: \_\_\_\_\_

Event Date \_\_\_\_\_ Event Times: \_\_\_\_\_ to \_\_\_\_\_ Total Hours: \_\_\_\_\_

Deposit Amount Owed \_\_\_\_\_ Paid(Circle) CASH-----CHECK    Date \_\_\_\_\_

Refunded Deposit Date: \_\_\_\_\_

### Rates

- PAVILION RENTAL (3hr Block)
  - \$100 plus \$50 Deposit
- CLASSROOM (3hr Block)
  - \$100 plus \$50 Deposit
- COMMUNITY ROOM (3hr Block)
  - \$175 plus \$100 Deposit

\*Additional time for Pavilion/Classroom is \$25 an hour and \$50 an hour for Community Room

RENTAL AMOUNT OWED: \_\_\_\_\_ Paid(Circle) CASH-----CHECK-----CREDIT    Date \_\_\_\_\_

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

### 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.

### Cancellation Policy

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



### Rules and Regulations

- All applications for rental of the Whitfield County facilities must be approved by WCRD staff. 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.
- Cleaning Policy: Please leave facility in the same condition as when you arrived before event. Failure to do so could result in a deduction in the deposit or loss.
- Trash: Renters are required to make sure all trash is in containers. Failure to do so will result in a deduction from deposit or loss.
- Tables and Chairs: No tables or chairs are to be removed from the building or facility rented unless authorized.
- Smoking: There will be absolutely NO SMOKING on Whitfield County Property.
- Alcohol/Illegal Drugs: Absolutely no alcoholic beverages or illegal drugs allowed in gyms or on premises. Any rental caught not complying with this rule will be asked to leave and will forfeit their deposit. Could also 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 facilities.
- 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 clean up time. Any rental overages will result in additional fees owed to WCRD. These overage fees will be determined by WCRD staff.**

**Renter understands rental agreement form and all that is asked of them to have an event at Whitfield County Recreation Department facilities.**

Signature of Renter		Date	
Signature of Employee		Date	