

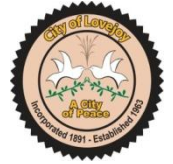


LOVEJOY COMMUNITY CENTER

11622 Hastings Bridge Road, Lovejoy, Georgia 30250

Email: communitycenter@cityoflovejoy.com

Phone: (678) 479-8655



EVENT APPLICATION

Name:			
Street Address:			
City:	State:	Zip:	
Telephone Number:	Alternate Number:	Email:	

Type of Event:			
Room:	Date:	Start Time:	End Time:
Set Up Time: _____ to _____		Opening/Closing Contact: _____	
Clean up Time: _____ to _____		Phone: _____	
Security: <input type="checkbox"/> Yes \$70/hr; _____ hours <input type="checkbox"/> No <small>All events serving alcohol and all teen events require two police officers, 4 hr minimum</small>			Security Cost: \$
Deposit: \$		Rental Fee: \$	Number of Hours:
PA System Rental: \$	Add. Setup/Cleanup: \$		
Total Cost: \$			

Date:	Payment Amount: \$	Balance Due: \$	Due Date:

- There is a **\$50 Cancellation fee** for any reason after event is booked. All deposits and refunds are mailed from the Lovejoy City Hall and will take approximately 30 days.
- Renter agrees to pay all remaining fees **within 14 days of the event** date or deposit will be forfeited.
- First 2 hours of setup time is free... additional setup time is \$10 per hour. One hour of clean up time is free... additional clean up time is \$10 per hour.

Notes/Special Requirements: _____

Signature of applicant _____ Date _____

COMMUNITY CENTER RENTAL AGREEMENT

As used herein, the City shall mean the City of Lovejoy, Georgia; Applicant shall mean the person or entity applying for use of the Center; Center shall mean the Community Center of the City of Lovejoy.

Rental Period:

The rental period shall commence at _____ on the _____ day of _____, 20____.

The rental period shall end at _____ on the _____ day of _____, 20____.

Activity & Attendance:

The Applicant is obtaining the Community Center for the following activities:

And there will be a maximum of _____ persons at the Community Center at any given time.

The Applicant shall make a deposit in advance in the amount of \$_____ for the rental period. Should the event cancel through no fault of the City, \$50.00 of this amount shall be non-refundable. Should the City, through no fault of its own, be unable to provide the Community Center during the rental period, the City shall not be liable for any costs accruing to anyone, or incur any liability to anyone beyond the amount of the security deposit and rent paid by the Applicant. The Applicant agrees to hold the City harmless and indemnify the City should any person make any claim upon the City as a result of the activity at the Community Center during the rental period. Said indemnification shall include, but not be limited to, costs of any claim paid by the City, costs of litigation, and attorney's fees.

The Applicant is responsible to the City for any costs of repairs to the Community Center beyond normal wear and tear, and agrees to reimburse the City for any repairs or replacement needed as a result of the rental of the Community Center during the above period. The Applicant agrees that any such costs shall be deducted from the security deposit, and any additional sum shall be paid within 30 days. The Applicant shall be responsible for the costs of collection should such be required.

_____ {Applicants initials} The Applicant has received a copy of the regulations for the Community Center, has read and understands them, and agrees to the terms and conditions contained therein.

Executed this _____ day of _____, 20____.

Applicant

City Official

CITY OF LOVEJOY COMMUNITY CENTER REGULATION FOR RENTAL AND CONDUCT OF ACTIVITIES

1. Groups, organizations, individuals eligible.

- a) Non-discrimination in rental. The premises shall be rented without consideration of age, handicap, ethnicity, race or faith.
- b) The Community Center may be rented to any individual or legal entity wishing to provide a location for a meeting, social event, or gathering in compliance with all federal, state and local laws and regulations.
- c) The City may rent the Community Center periodically to a single group, but the group must schedule each rental in advance and must comply with all rules and regulations for each rental. If the City attempts to or leases the Community Center on a regularly scheduled basis, that action shall constitute a right to continue to lease the Center in the future. Any repetitive rental must be by approval of the Community Center Board.

2. Activities eligible.

- a) No activity may be conducted at the premises that advocates, counsels or otherwise encourages violence against any person, people or organization, or other breach of the peace or law.
- b) No activity may be conducted at the premises that advocates, counsels or encourages discrimination against a person, people, organizations or groups based upon ethnicity, race, creed, age, handicap, or religion, if any.
- c) **Commercial Activities.**
 - 1) No activity may be conducted on the premise that encourages the violation of the laws of the United States, this State, this County, or the City.
 - 2) No commercial activity may be conducted upon the premises unless the entity performing such activity is in compliance with all applicable federal, state, and local laws and regulations.

3. Rental Conditions.

- a) The Community Center may be rented to any individual, group or other entity for a lawful purpose not infringing on the rights, privileges or property of others; however, the City retains the right to decline rental to any such entity if, in the judgment of the City, rental of the Community Center will not be in the best interests of the citizens of Lovejoy, will be likely to result in a breach of the peace, or pose a threat or hazard to the peaceful enjoyment of the Community Center by the citizens of the City.
- b) The receipt and approval of an application for rental of the Community Center shall not impose upon the City any liability if, for any reason other than reasons totally in control of the City, The Community Center is not available for the rental period. The City shall not be liable to the Applicant beyond refund of the amount deposited and shall not be liable to any other person or persons. The rental deposit must be paid upon completing the rental event application.
- c) The safety of persons attending any function at the Community Center is the responsibility of the Applicant. In order to promote safety, traffic control and protect the health and property of the City and its citizens, the City may require the Applicant to retain the services of Lovejoy Police or Clayton County Police who are authorized to enforce the laws within the City. Police are required to be retained for the entire time of the event.
- d) There shall be no firearms, objects designed or modified for use as an offensive or defensive weapon, or knife other than that used for food preparation and service upon the property of the Community Center.
- e) There shall be no flammable substances, incendiaries, fog machines, fireworks, explosives or pyrotechnics of any type in the Community Center or on the premises.

4. **Conditions of Premises.**

a) Conditions of Premises upon rental

- a. Acceptance of premises by Applicant assumes inspection and that premises is acceptable for the purposes rented.
- b. City will not provide additional equipment, furnishing, decorations, etc., and all such must be provided by the Applicant and removed at the end of the rental period.

b) Maintenance of Community Center by Applicant

- a. Applicant and/or his or her guests or agents are prohibited from attaching materials to the walls or other structural components of the Community Center or furnishings that will cause holes, stains, discolorations or other damage.
- b. Rental Applicant will be responsible to the City for all damage to the Community Center occurring during the rental period other than normal wear.

c) Condition of Premises at End of rental period

- a. Applicant will remove all trash, refuse, decorations, food stuffs at the end of the event and before vacating the premises and place said refuse in approved containers, furnished by the Community Center
- b. Applicant will assure that all guests have left the premises by the end of the rental period. The Applicant will assure that the Community Center is vacated and cleaned, ready to be secured by City Personnel at the end of the rental period.
- c. If the City is required to repair damage to the Center or replace furnishings and/or equipment upon the premises, beyond that reasonable from normal usage, to remove refuse after a rental period, the Applicant shall be responsible for the actual expenses to the City. The amount may be deducted from the security deposit and, if in excess of that, the City may pursue legal action against the Applicant.

5. **Rental Costs / Deposits.**

- a. The City may rent the premises by the hour, half-day, evening, day or combination thereof, and will establish rates for rental of each period.
- b. A security deposit shall be required. The security deposit shall be paid in the form of a money order or certified funds by the close of the business day after the rental application is submitted.
- c. The rental fee shall be paid to the City no less than 14 calendar days prior to the rental event date. The rental fee shall be paid in money order or certified funds only.
- d. The City may require the Applicant to pre-pay for the employment of police officers to be present during the rental period and a period before and thereafter, depending upon the nature of the use of the premises, the number of guests, and issues involving traffic control. If such officers are required, the City shall retain the officers and an additional fee will be assessed. This fee must be paid in full at least one week prior to event.

6. **Conduct of guests during rental period.**

- a. No alcoholic beverage(s) shall be permitted on the premises unless in full compliance with all state and local laws and regulations. No alcoholic beverage(s) may be possessed and/or served upon the premises of the Community Center without the prior approval of the Community Center Board. Service of alcoholic beverages will result in an increased security deposit.
- b. No alcoholic beverage may be served to any person who is visibly intoxicated.

- c. No person shall be present at the premises in an intoxicated state, such intoxication being made apparent by loud, boisterous or disruptive behavior.
- d. No controlled substance, marijuana, or other prohibited drug will be permitted upon the premises. Lawfully prescribed, lawfully possessed medications are permitted.
- e. No guest shall engage in boisterous conduct that interferes with the conduct of the proceedings at the premises, shall block or inhibit ingress and egress to and/or from the premises, shall violate the laws of the State or City, or shall otherwise engage in any conduct detrimental to the event at the premises.
- f. No guest shall possess any firearm, any knife with a blade in excess of three inches unless said knife is used in the preparation of serving of food, nor shall any guest possess any device designed or modified for use as a weapon while at the premises.
- g. No guest shall participate in any conduct involving nudity or partial nudity while at the premises.
- h. No guest shall play, display or otherwise disseminate any material containing nudity or partial nudity, nor shall any guest cause the dissemination of any motion picture rated "R" to persons under the age of 18 at the premises.
- i. The Applicant shall be the person primarily responsible for the conduct of guests upon the premises. The Applicant shall have the right to exclude persons from the premises during the event, except for City personnel, unless otherwise prohibited by law.
- j. There shall be no gambling, gaming, or other such activities upon the premises unless they are in full compliance with the local and state laws.

7. Advertisements, Announcements:

Any and all posters, announcements and advertisements relating to the event shall be submitted to the City for approval before dissemination or publication.

The Applicant must agree to the following terms:

- Two (2) City of Lovejoy Police Officers must be utilized for any teen related function or any function that alcohol is served.
- Cost of each officer is \$35.00 per hour and all fees must be paid within 14 days of the event date.
- All remaining fees must be paid within 14 days of the event date.

There is a **\$50.00 cancellation fee** for any reason after the event is booked. Remaining deposit fees can be refunded if event is cancelled within 14 days of the event date. After the 14th day, all deposit fees will be forfeited. Applicant can choose to reschedule event or carry deposit fees over to new dates.

Facility is expected to be cleaned and ready to be locked up at the at the stated end time. If facility is not clean to the satisfaction of the Lovejoy City Official or is not ready to be vacated at the stated end time, a charge incurred for each additional hour plus any cost of police will be charged.

Facility has two (2) rental rooms and rental cost is for the use of the room applicants chose only.

Maximum occupancy for **Room A is 150 persons** and **Room B is 80 persons**.

I _____ the undersigned, have read and understood the terms of this contract and agree with it.

Signed _____ **Date** _____

Cleaning Agreement

Parties Providing Their Own Cleaning Services

- All parties will walk through with the staff member on duty before *and* after their event. A signature from the host or a representative from the party is required both before and after the event.
- A cleaning checklist is posted in the cleaning supply closet located next to the kitchen. A copy is also included in this contract for your convenience.
- Basic Cleaning supplies are provided in the supply closet.
- All belongings must be removed and all guests out of the building at the designated end time.

Failure to clean the facility to the City's standards will result in a deduction from your deposit.

Initial _____

ATTENTION

Any Events Booked,
If you go over 5 minutes
Into your cleaning hour
You will be charged an
Additional \$50.00.
**It will be deducted
from your Deposit!**

Initial _____

Connie Dean, Director

CLEANING CHECKLIST

To ensure the full refund of your deposit, please make sure that everything has been cleaned and returned in the manner in which you received it. We appreciate your cooperation.

- ✓ Tables and chairs must be returned to their original arrangement
- ✓ All decorations must be removed
- ✓ Walls must be clean- no remnants of decorations or stains from food, etc.
- ✓ Mirrors/Doors must be cleaned, removing any dirt or handprints
- ✓ Stage must be cleaned and vacuumed
- ✓ Floors must be swept and mopped (with water only)
- ✓ Tables must be cleaned
- ✓ Trash must be emptied (and taken to trash cans located on the back deck behind the building). Liners must be replaced
- ✓ All personal items must be removed from kitchen
 - Stove, microwave, refrigerator, and floors should all be clean
- ✓ Any trash in the parking lot must be removed
- ✓ You are responsible for making sure restrooms are clean

For your convenience, all necessary cleaning supplies are located in the storage room next to the kitchen

- Used towels must be washed and hung to dry in the storage room
- All supplies **MUST BE RETURNED WHEN YOU HAVE FINISHED CLEANING**

Failure to comply with returning the facility in a satisfactory condition will result in a deduction or loss of security deposit.

All teen events and events with alcohol are required to have two (2) police officers present for a minimum of 4 hours or for the duration of the event. Only City of Lovejoy officers will be allowed. **You may not use your own police.** Police fees must be paid two weeks in advance or the event will be cancelled. If police are not present at the time of the event, please call Police Chief Mark Harris at: (678) 410-6774. You may also contact him via email at m_harris@cityoflovejoy.com. Please be advised, if the police do not show up and you do not contact Chief Harris, police fees will not be refunded.

If your event takes place outside of regular business hours, you will need to call the person on duty to open **AND** close the building. The on-duty contact information will also be posted in the front door of the building. You will find the name and telephone number for the person on the directional sign for your event as well as on the bulletin board located in the cleaning/coat closet. It takes approximately 10-15 minutes for them to arrive. You may also call before you leave home to arrange a meeting time. Once the event is over, contact that person and they will close the building as well.



Command Interlocking Fasteners are the only authorized wall mounts for decorations.

Do not use any of the following, as they may damage the walls: Thumb tacks, tape, or nails. You will be held responsible if there is any damage to the walls, mirrors, floors, etc.

These run approximately \$3-\$4 per pack of 3.