

STATHAM COMMUNITY BUILDING RULES

1. There will be a rental fee and security deposit for the rental of the Community Building. This deposit will be returned as provided in the Agreement.
2. The key will be picked up on the day for which the room is reserved. For Saturday and Sunday rentals, the key may be picked up on Friday afternoon.
3. The key will be returned to City Hall at the conclusion of the use of the room after securing the building without exception or deposit will be forfeited.
4. Please do not hang anything from the fans or light fixtures.
5. Parking—please park on both sides of Railroad Street in the area of the gazebo. Do not park in front of businesses on Railroad Street or Jefferson Street. There is also parking on the other end of Railroad Street near the tracks.
6. The person signing for the key is responsible for returning the key, the building being secured, lights turned off, room cleaned up, garbage taken out, and the room being returned to the way it was.
7. Clean up of this room shall include but is not limited to:
 - Clean up of any spills on the floor or counters
 - Sweep and mop floors (brooms and mops are located in the left storage room behind the stage)
 - Pick up all trash and empty garbage cans (if used) into City garbage containers at rear of building
 - If these tasks are not done the deposit will be forfeited
8. The thermostat should be set to 78 degrees in the summer and 68 degrees in the winter. The fan should be set to auto.
9. Any event must be concluded by midnight, including clean up.
10. The renter, upon payment of one rental fee and security deposit, may use the Community Building for your requested time. **This time includes set up and clean up.**
11. The City shall furnish paper towels, toilet tissue, and cleaning supplies. No sound equipment or utensils will be furnished by the City.

These rules are agreed to by the undersigned and it is understood that failure to comply with these rules will result in loss of privilege to use the Community Building and all deposits.

City of Statham

User's Name

Date: _____

User-Address/Phone No

STATHAM COMMUNITY CENTER

Please check when completed:

Date: _____

_____ All trash has been removed.

_____ Floors have been swept and mopped.

_____ All tables, chairs, and counters have been cleaned.

Signature of User

Signature of Statham Police Officer

Return this completed form with the key.

IF A POLICE OFFICER IS NOT IN THE POLICE STATION (770-725-5992), CALL CENTRAL DISPATCH (770-307-4911), AND AN OFFICER WILL MEET YOU AT THE COMMUNITY CENTER.

IF A POLICE OFFICER CANNOT BE REACHED, YOUR PHONE CALL WILL BE DOCUMENTED THROUGH CENTRAL DISPATCH.

IF YOU DO NOT SIGN THE FORM AND HAVE A POLICE OFFICER SIGN THE FORM AFTER THEY HAVE CHECKED THE BUILDING, YOU WILL NOT RECEIVE A REFUND.

NOTES:

KEY# _____