



City of Nashville

Community Center Rental Policy

1. **You may not go into the building before your scheduled time because another party may be using the building.**
2. There is a \$60.00 rental deposit (\$50.00 cleaning deposit, \$10.00 key deposit). **The reservation is not guaranteed until the deposit has been paid. If you cancel the reservation, you will be charged a \$10.00 cancellation fee which will be subtracted from your deposit.** Your deposit will be refunded after the event if the following guidelines are followed:
 - a) The center has been cleaned and has passed an inspection by City of Nashville personnel and the center is left in good condition.
 - b) The cleanup list must be completed upon departure.
 - c) All furniture, tables, and chairs must be accounted for and left in good condition.
3. The key will be issued only on rental day or on the Friday before the weekend rental date. If a holiday falls on a Friday, the key will be issued on Thursday.
4. Absolutely NO alcohol, smoking or smokeless tobacco is allowed on the premises.
5. The Community Center will not be rented to any individual or any agency that discriminates based upon race, creed, color or national origin.
6. The Community Center will not be rented for any purpose or event that violates the basic laws of the United States, Georgia, Berrien County, or the City of Nashville.
7. The Community Center shall not be used for retailing or marketing for profit, including yard sales, garage sales, or flea markets.
8. There shall not be any athletic events allowed, such as boxing, or wrestling. The only athletic events permitted will be with the approval of the City of Nashville Mayor and City Council.
9. All reservations are by written request only (on the attached form) stating the date, time and type of event being held. All deposits must be made at the time the request form is submitted to City Hall. The reservation is not guaranteed until the deposit has been paid.