

RULES AND REGULATIONS

CITY OF NASHVILLE COMMUNITY CENTER

When booking the facility remember these facts:

- (1) Your scheduled time must include decorating and cleanup.
- (2) Make sure you have cleaned the facility and out by the time you have stated because another party may be scheduled directly behind you.
- (3) Please do not go in the facility before your time because another party may be using the facility.
- (4) Chair and tables have been provided.

In order to have your \$50.00 deposit refunded the following is required:

- (1) The key must be returned by 10:00 a.m. the next day following your function. If you rent the facility on the weekend, the key must be returned the following Monday by 10:00 a.m. **(NO EXCEPTIONS)**
- (2) The floor must be left clean, no spots whatsoever. The floor is inspected before each usage. Traffic stains, punch stains, food stains, garbage stains, etc. are examples of stains commonly left on the floor. If any of these stains are found, your deposit will be deducted for the cleanup and possibly additional funds will be requested from you if the cost of cleanup exceeds your deposit.
- (3) Any refund owed to you will be mailed the following week.

Signature of User

Date

**CITY OF NASHVILLE COMMUNITY CENTER
FACILITY UTILIZATION APPROVAL AND AGREEMENT**

Date: _____

I, _____ do hereby agree to the
(PERSON RENTING AND RESPONSIBLE)

following rules and regulations concerning the use of the City of Nashville Community Center and surrounding premises.

(A) I agree to indemnify and hold the City of Nashville harmless for any personal injuries or personal property damage resulting from the conduct of any person/persons on City property while the Center is rented in my name, and I accept full responsibility of any damages that may occur to the facility, equipment located therein or the grounds during the time I have the facility rented.

(B) I agree to pay the City of Nashville for all costs of repairs or cleanup that may exceed the fixed deposit.

(C) I promise to have responsible chaperons in attendance and on site at the Center for the entire function. (Start to Finish)

(D) I consent to the Nashville Police Department patrolling the parking lot and entering the building during my function.

(E) I will not allow any person attending my function to possess any firearm, knife or other weapon while present on the City's property nor will I allow any alcoholic beverages on the City's property during my function.

(F) I will not allow smoking in any part of the facility. (This includes bathrooms.)

(G) I will leave the facility in the same condition as I find it. Failure to do so will result in forfeiting of my damage/cleanup deposit as well as any additional charges that may exceed my damage/cleanup deposit.

(H) I will ask any unwanted persons at my function to leave at once and should they fail to do so, I will call (229) 686-7666 and ask the Police Department to assist me.

(I) I agree to pay for use of the Center as outlined on the attached fee schedule.

(J) I will return the key to the City Hall within 12 hours after using the facility. Failure to do so will result in the loss of the \$10.00 key deposit. (This does not apply if you use the facility over the weekend.) Anyone using the facility during the weekend will be expected to have the key back in the office by 10:00 a.m. the following Monday. Again, failure to do so will result in the loss of the \$10.00 key deposit.

(K) If for any reason I am asked to postpone my function by the City of Nashville, I will do so and make other arrangements on my own. I fully understand that this could happen due to unexpected problems such as electrical, plumbing, fire, emergency meetings of public safety officials, overbooking, natural disaster, etc. In the event I am asked to postpone my function, it is hereby understood that my rental fee and deposits will be refunded in full.

Signature of Person

Renting/Accepting Full Responsibility: _____

Person Responsible for Renting Facility: _____

Address: _____

Residential Phone: _____ **Work Phone:** _____

Place of Employment: _____

Hours Needed: Start _____ **Finish** _____

Planned event to be held at Center:

**Phone Number where you can be reached
between 8:00 a.m. and 5:00 p.m.:** _____

Phone Number where you can be reached after 5:00 p.m.: _____

Approximately how many people are to attend: _____