



City of Nashville Community Center Reservation Request Application

Date of Rental: _____

Name of Applicant: _____

Address: _____

Address to mail the deposit if different: _____

Telephone Number: _____

Rental Time Requested: Begin _____ End _____

Hours Rented: _____

Type of Event: _____

Sound System Rental Requested: Yes _____ No _____

Renter Signature: _____

***Key must be returned by 10:00 a.m. the next business day. During the weekend, the key must be back in the office by 10:00 a.m. the following Monday. Failure to do so will result in the loss of key deposit.*

OFFICE USE ONLY

Key picked up on: Date: _____ Time: _____

Type of key picked up: FMB _____ Police Car _____ Harveys _____

Person picking up key: _____

Initials of office personnel who issued key: _____

Key returned on: Date: _____ Time: _____

Person returning the key: _____

Initials of office personnel who accepted returned key: _____

Building inspected by: _____

Inspection was deemed: Satisfactory _____ Unsatisfactory _____

Was the deposit refunded: Cleaning Deposit _____ Key Deposit _____

When was the deposit refunded: _____



City of Nashville

Community Center Fee Schedule

\$30.00 per hour up to 5 hours/After 5 hours charged for 1 day

1 day fee: \$200.00

If you would like to use the Sound System, there will be an extra deposit of \$25.00. This fee is refundable.

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.

There will be a \$50.00 damage/cleanup fee plus a \$10.00 key deposit. These fees are fully refundable to you if you make sure everything on the cleanup list is followed and completed and the key returned. Should there be charges for cleanup or damages that exceed the fixed deposit, you will be expected to satisfy the charges as stated in Section B of the agreement you sign.

There is an agreement form that must be completed at the time the fees are paid.

The key must be returned by 10:00 a.m. the next day after using the facility. (This does not apply to the weekend.) During the weekend, the key must be returned to City Hall by 10:00 a.m. the following Monday. Failure to do so will result in the loss of the \$10.00 key deposit.

To rent the City of Nashville Community Center, please come or call the City Clerk's Office between the hours of 8:00 a.m. and 5:00 p.m. at (229) 686-5527.



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.
10. **ALL TABLES AND CHAIRS MUST REMAIN INSIDE THE BUILDING AT ALL TIMES.**

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 \$60.00 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 by 10:00 a.m. the next day 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: _____

**CITY OF NASHVILLE COMMUNITY CENTER
CLEANUP LIST**

1. *Sweep and mop all floors.*
2. *Bag and remove all garbage from the building, this includes ALL bathrooms. (Place in the dumpster located at the north of the building.) Replace trash containers with a clean garbage bag.*
3. *Clean restrooms.*
4. *Clean kitchen area: stove, microwave, countertops, sink and refrigerator.*
5. *Remove all food from the refrigerator.*
6. *Wipe off chairs.*
7. *Make sure the lights are turned off.*
8. *Make sure the water is not running in the toilets or sinks.*
9. *Stack chairs and push tables against wall. DO NOT FOLD OR STACK TABLES.*
10. *Do not move the piano from its area.*
11. *Pick up any trash and cigarette butts outside of the building.*
12. *Make sure all doors are locked.*
13. *Do not remove tables and chairs from the building.*
14. *DO NOT CLOSE DOOR TO ICE MACHINE ROOM.*

**** NO FOOD OR DRINKS ON THE CARPETED AREAS.**

**** CLEANING SUPPLIES AND TRASH BAGS ARE IN THE CABINET WHERE THE ICE MACHINE IS LOCATED. MOPS ARE LOCATED OUTSIDE BESIDE THE PORCH RAIL. PAPER TOWELS ARE NOT PROVIDED.**

**** IF ANY OF THE ABOVE HAS NOT BEEN COMPLETED UPON THE ARRIVAL OF CITY PERSONNEL TO INSPECT THE BUILDING, YOUR DEPOSIT WILL NOT BE REFUNDED BACK TO YOU.**