

**Lumpkin County
Parks and Recreation Department**

Community Center Rental Confirmation



Room(s) Reserving: _____

Date of Rental: _____ **Time In:** _____ **Time Out:** _____
(Reservation times must include your setup and clean up time.)

Type of Rental (Birthday, Shower, Dance, etc.): _____

Name of Individual/Organization: _____

Primary Contact: _____

Mailing Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ Email: _____

Secondary Contact: _____

Telephone: _____ Email: _____

This is a confirmation of reservation that I am making with the Lumpkin County Parks and Recreation Department. I understand that my reservation is not complete until the deposit and rental fee are paid and the Community Center Rental Confirmation form has been read and signed. By signing below, I am confirming the above information to be correct and that I have read, understood, and been given a copy of the of the facility rental procedures and will abide by them.

Renter's Signature _____ Date

– Office Use Only –

Rental Fee: _____ Paid: Yes / No

Staff Signature: _____ Date: _____

**Lumpkin County
Parks and Recreation Department**



Community Center Rental Confirmation

Number of Chairs: _____ Number of Tables: _____

Number of Table Clothes (\$3.00/ each): _____ Total Amount for Table Clothes: _____

Additional Options (Check box if needed): P.A./Music System Projector and Screen

Round Tables Available: 25

Rectangular Tables Available: 18

Chairs Available: 185

– **Diagram of Room Setup** –

Lumpkin County Parks and Recreation Department



Community Center Rental Confirmation

Reservations are to be made in person and rental fee/refundable security deposit must be paid at the time of the making reservation. No rental can be secured without both the deposit being paid in full. Phone reservations are not allowed as rentals are made on a first come, first serve basis.

Security Deposit

The \$100.00 security deposit is refundable and must be paid at the time of booking. The security deposit will be refunded if the facility is left clean and in order, if the facility was only used for the time specified, and if the key was returned. The security deposit will be forfeited if the terms are not met.

Rental Contract

All renters must complete a Community Center Rental Confirmation. Over-the-phone reservations will not be held. Lumpkin County Parks and Recreation Department will not be held liable for any miscommunication in regards to wrong dates, times, or other requests.

Cancellation/Refund

Refunds will only be used for cancellations made thirty (30) days prior to the rental date minus a \$25.00 service charge. Cancellations made less than thirty (30) days prior to the event will result in forfeiture of the security deposit or rental fee, whichever is less.

Renter's Responsibility

Prior to the start of the rental, it is the renter's responsibility to perform a walkthrough of the rental facility with the Lumpkin County Parks and Recreation Department staff to identify any prior damages, irregularities, etc. Failure to do so forfeits the renter's case against damages found after the rental. Following the rental, the renter must also perform a walkthrough with the Lumpkin County Parks and Recreation Department staff to conclude no damages occurred and the facility has been cleaned.

The following list of renter's responsibilities should be followed during and after the rental. It is the renter's responsibility to go over the checklist prior to the rental. Rules for the Use of Facility:

- Renter is only entitled to the time specified when the reservation is made/confirmed. Setup and cleanup of the facility is considered part of the rental. Renters will be charged accordingly for any overage.
- Renters are responsible for facility damage and will be expected to pay for any necessary repairs.
- Check restrooms to make sure they are clean and notify Lumpkin County Parks and Recreation Department staff immediately if any problems arise.
- All visible trash and debris must be picked up from floor. A vacuum is available up request.
- No alcohol or tobacco products on or around facility.
- Wall and ceiling decorations are not allowed. Non-permanent floor and table decorations are allowed.
- Music must not be played loud enough as to disturb other renter's.
- If kitchen is used, guidelines are posted in the kitchen.

As an inducement for and in consideration of the undersigned's rental of a facility from the Lumpkin County Parks and Recreation Department, the undersigned hereby indemnifies and holds harmless Lumpkin County Parks and Recreation Department their directors, officers, employees, and agents and any affiliated organizations from and against all injuries, damages, claims, actions, causes of action, liability (including liability for negligence), and expenses (including without limitation reasonable attorney's fees) arising from or in any manner connected with the rental and use of said facility by the undersigned.

The undersigned further hereby fully and forever releases and discharges Lumpkin County Parks and Recreation Department their directors, officers, employees, and agents and any affiliated organizations from any and all known and unknown, anticipated or unanticipated, arising from or in any manner connected with and its affiliated organization and their directors, officers, employees, and agent for any such claims demands, damages, actions, or causes of action.

Renter's Signature

Date