



VARNELL COMMUNITY CENTER RENTAL APPLICATION

Date of Application: _____
Person/Organization Making Request: _____
Address _____
Phone #: (_____) _____ Email Address: _____
Date Requested: _____ Time: _____ to _____

- No skates, Heelys, or wheeled toys allowed on floors!
- Adequate adult supervision must be present at all times!

The undersigned will hold the City of Varnell, its officials, agents and employees exempt and harmless from any injury to persons or property arising from the use of the Varnell center as described in this application. The undersigned will further indemnify and hold the City of Varnell, its officials, agents, and employees harmless for any and all loss, expense, damage, reasonable attorney’s fees, claims and demands arising out of the undersigned’s use of the premises as stated in this application.

The undersigned further acknowledges a receipt of the Varnell Center Rental Information Sheets and agrees to adhere to all regulations and conditions contained therein and **be personally responsible for any damage or destruction of the Varnell Community Center and premises during the period of use by the undersigned and the organization which undersigned represents.**

Signature of Applicant

OFFICE USE ONLY

Deposit Paid: date _____ amount: _____ Check # _____ cash

Rental Paid: date _____ amount: _____ Check # _____ cash

Key picked up by: _____ Key # _____

VARNELL COMMUNITY CENTER
RENTAL RATES

City Of Varnell Residents	\$35 Per hour	\$200 Day (9am – 10pm)
Non Residents	\$50 Per hour	\$275 Day (9am – 10pm)

ALL THE ABOVE RATES DO NOT INCLUDE THE \$50.00 DEPOSIT

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Deposit \$50.00

I have been informed of the rates and understand that the rates and deposit are two separate payments. Deposits are refunded to the name and address on the original check unless prior arrangements are made to send the refund to a different name and address.

Print Name

Signature

Date

CLEANING OF THE COMMUNITY CENTER

○ **THE FOLLOWING ACTIVITIES AND ITEMS ARE PROHIBITED:**

- **Dragging tables and chairs across the floor is prohibited.**
- Skateboards, roller skates, bicycles or animals (except those assisting handicapped individuals) are not allowed inside or on the premises of the center.
- Pyrotechnics and/or fireworks of any kind are not allowed inside the building or on the premises of the center at any time.
- **NO SMOKING IS ALLOWED ON CITY PROPERTY.**
- **NO ALCOHOLIC BEVERAGES WILL BE ALLOWED IN THE VARNELL COMMUNITY CENTER**

○ **CLEANING INSTRUCTIONS FOR THE VARNELL COMMUNITY CENTER:**

1. Sweep, vacuum, and mop (clean water only) floors (mop any spills).
2. Make sure all commodes are flushed.
3. Wipe down all tables, chairs, and counter tops.
4. Dispose of all trash properly. Bag all trash, inside and outside, and place in City trashcans.
5. Please do not pull, push or drag tables and chairs across the floors.
6. All brooms, trash bags, and dust mops are located in the kitchen area.

- **The lights must be turned off, all doors secured, and HVAC turned to (80 summer, 65 winter) prior to exiting the building.**

I have read and agree to the above. I will also abide by the terms of the City of Varnell Community Center Rental Application that I have read and signed.

I understand that if the center is not cleaned, as directed above, I will forfeit all or part of the \$50.00 deposit.

Please Print Name

Date

Signature

VARNELL COMMUNITY CENTER

RENTAL INFORMATION

- Varnell Community Center rental reservations are made through City Hall at 706-694-8800.
- The Varnell Community Center may be used on a **Reservation Basis ONLY**, subject to the fees, rules, and requirements of the City's Application and Rental Information. Any individual or group wishing to use the center facilities must complete and submit an application, which is available at Varnell City Hall during normal business hours. Individuals must be 21 years of age to reserve the center.
- Adequate adult supervision must be present at all times.
- All activities conducted must be in compliance with all laws, ordinances, rules, and regulations of the Federal Government, the State of Georgia, and the City of Varnell.
- The right to use the Varnell Community Center can be revoked at any time due to misconduct, falsification of information on application, misuse of property or failure to comply with all federal, state, or city laws ordinances, rules or regulations by any individual, group, and organization. The City of Varnell also reserves the right to prohibit any use of the Varnell Community Center, which is contrary to public safety and welfare. A City representative will have the right to enter the center during any event.
- The center must be clean and left in the same condition as when rented.
- The Deposit will be refunded when the key is returned and after an inspection is made of both the inside and outside of the premises by a City Representative. In the event the Deposit will not cover the cost of cleanup or repairs the Renter will make arrangements with the City of Varnell to pay all cost. Any and all cost of clean up or repairs will be deducted from the Deposit.
- Due to the event scheduling, the center and outside premises should be unoccupied by the end of the rental time.
- **Payment –**
 - Deposit is to be paid when reservation is made.
 - Rental Fee is to be paid no later than **two weeks** before the rental date.
- **Cancellation Policy –**
 - A **14-DAY WRITTEN NOTICE** is required, before the event, to cancel a reservation. When the City receives a cancellation notice before the required 14-day period, all of the Renter's deposit and rental fee will be refunded.
 - A notice to cancel a reservation that is received **7-13 DAYS** prior to the event will refund the Renter their deposit and **ONLY 50%** of the rental fee.
 - A notice to cancel a reservation that is received less than **7 DAYS** prior to the event will forfeit **ALL** of the rental fee, but the deposit will be refunded.
- **Key –**
 - Key is picked up at City Hall between 9:00 a.m. and 3:00 p.m. the day of your rental. **(If you have a weekend rental, then pick up the key at City Hall before 3:00 p.m. on the Friday before your weekend rental.)**
 - Return the key to the Administration Desk at City Hall