

## COMMUNITY CENTER POLICY

1. A **non-refundable** rental fee of \$50.00 per session must be paid in advance for each use of the building. (Session "A": 8 AM – 5 PM; Session "B": 5 PM – 10 PM; Whole Day \$75.00; \$120.00 Two Consecutive Days)
4. A security deposit of \$50.00 must be paid by separate check in advance and submitted with Rental Agreement for scheduling of the building. Deposits are refundable as long as all housekeeping requirements are met, confirmation of presence of and no damage to furniture, fixtures, all television equipment and controls, and key is returned promptly.
5. The responsible party is personally responsible for and liable to NET Property Management for any damages which are sustained by the property during the time period listed above.
6. One (1) adult chaperone is required for every ten (10) minors. Security Cameras are present.
7. A TV deposit of \$50.00 must be paid by separate check in advance for each use of the building if the TV/VCR/DVD equipment will be used.
8. Cancellation must be fourteen (14) days prior to the event date for deposit refund.
9. Rental fees must be received at least three (3) days prior to the event date.
10. Keys must be signed out before the last business day or fee will not be returned. Special trips by staff to open the doors will result in the deposit not being returned. Key may be put in Drop Box if Office is closed.
11. Being so close to resident units there will be activity after 10:00 PM and **NO** Loud Music at any time.
12. No alcoholic beverages, Illegal Drugs, Weapons, Gambling, Smoking, or Abusive Language will be allowed at any time.
13. PLEASE ASK GUEST TO RESPECT OTHER RESIDENT'S PARKING SPACES.

# COMMUNITY CENTER RENTAL AGREEMENT

Name of Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone #s (Work/Home/Cell): 1) \_\_\_\_\_ 2) \_\_\_\_\_

**Date of Reservation:** \_\_\_\_\_

**Rates & Fees:** (Check all that apply)     8 AM – 5 PM    OR     5 PM – 10 PM

- |  |   |
|--|---|
| <input type="checkbox"/> \$50.00 Per Session           | <input type="checkbox"/> \$50.00 Room Deposit   |
| <input type="checkbox"/> \$75.00 Whole Day             | <input type="checkbox"/> \$50.00 TV Deposit     |
| <input type="checkbox"/> \$120.00 Two Consecutive Days | <input type="checkbox"/> Policy Explained _____ |

Deposit must be paid by separate check in advance and submitted with Rental Agreement for scheduling of the building. Cancellation must be fourteen (14) days prior to the event date for deposit refund. Rental fees must be received at least three (3) days prior to the event date. Keys must be signed out before the last business day or fee will not be returned. Special trips by staff to open the doors will result in the deposit not being returned. Key may be put in Drop Box if Office is closed. Deposits are refundable as long as all housekeeping requirements are met, confirmation of presence of and no damage to furniture, fixtures, all television equipment and controls, and key is returned promptly. The responsible party is personally responsible for and liable to Atlanta Property Management for any damages which are sustained by the property during the time period listed above. One (1) adult chaperone is required for every ten (10) minors. Please list chaperones names and contact numbers on the reverse. **Security Cameras are present. Being so close to resident units there will be activity after 10:00 PM and NO Loud Music at any time. No alcoholic beverages, Illegal Drugs, Weapons, Gambling, Smoking, or Abusive Language will be allowed at any time.**

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Director or Representative

	Date	Check # or Key #	Signature
Deposit – Agreement - Policy			
TV Deposit			
Rental Fee Payment			
Key Received			
Key Returned			
Deposit Returned			