



City of Statham Facility Rental Agreement

THIS AGREEMENT is made and entered into as of this _____ day of _____, 20____, between the City of Statham (“City”) and _____ (“Renter”) for the use of the City’s facility hereinafter defined. **NOW THEREFORE**, it is agreed between the CITY and the RENTER as follows:

The CITY grants the RENTER the use of, and the RENTER does hereby agree, to use the Venue _____ (select Community Center, Hillman-Rainwater or Robert Bridges Park), which includes the building and grounds (“Facility”), under the terms and conditions set forth herein. The date, time and activity or activities to be performed in the Facility and the portions of the Facility to be used are as follows:

PURPOSE OF USE: _____

DATE(S) OF USE: _____

START TIME: _____ END TIME: _____

WILL ALCOHOL BE CONSUMED ON THE GROUNDS OF THE FACILITY? _____

DAILY RATES – to be paid at the signing of this agreement

Community Center - \$200.00

Hillman-Rainwater or Robert Bridges Park - \$100.00

Non-Profit, Government or Veteran Organizations, 50% off rental rate. Must provide proof of status.

Times of Rentals: 8:00 a.m. – 11:00 p.m. ALL FACILITIES must be cleaned and vacated by 11:00 p.m.

ABSOLUTELY NO ALCOHOLIC BEVERAGES are permitted in or on the grounds of any Facility unless provided by a licensed bartender. NO EXCEPTIONS. Any event where alcohol will be consumed is required to hire a City of Statham off-duty police officer in addition to hiring a licensed bartender. Please visit the Statham Police Department for off-duty officers and application.

I, the “Renter,” agree to the terms and conditions set forth in this agreement. I also agree to the additional terms and conditions provided by the “City” and signed by me (copy attached hereto):

Renter Signature: _____ **Date:** _____

Additional Terms and Conditions

- 1. Other Uses.** Officers, agents, and employees of the City reserve the right to enter all areas of the Facility at any, and all times. RENTER further understands and agrees that during the term of this Agreement, the CITY may use or cause to be used for its purposes, any portion of the Facility not in use by the RENTER.
- 2. Key Deposit.** A deposit of \$150.00 CASH to be paid at the time they key is picked up from City Hall. The key may be picked up on the day for which the FACILITY is reserved before 4:30 p.m. For Saturday or Sunday rentals, the key must be picked up before 4:30 p.m. Friday. The deposit will be returned after the facility has passed inspection, typically within 2-3 business days after the event, and the key returned. The key can be returned to City Hall or placed in the night drop box located outside City Hall. Deposits will not be refunded for the following reasons: 1) damage to facility, furnishings, or grounds; 2) facility left in an unclean condition; 3) any guest displays improper conduct as determined by the CITY or City's Representative or Attendant on-site. Improper conduct includes but is not limited to apparent intoxication, abusive or threatening language, physical violence, or lewd behavior; 4) key is not returned; 5) inventory from the FACILITY including the kitchen and/or meeting room is missing or damaged.
- 3. Cancellation.** If the RENTER desires to cancel this Agreement, it must notify the CITY no less than one (1) week prior to the start time designated by this Agreement. If the RENTER cancels this Agreement later than one (1) week prior to the start time as designated by this Agreement, the CITY will not provide a refund of rental fee.
- 3. Regulations Pertaining to Use.** RENTER agrees to abide by and cause its invitees and licensees to abide by the following rules and regulations:

 - a. Any functions for minors must be chaperoned by parents or other responsible adults.
 - b. RENTER shall not permit entrance to portions of the Facility other than those specifically outlined above.
 - c. RENTER shall not staple, nail or otherwise affix decorations or signs onto any surface in a manner so as to damage walls, floors, windows, fans or other surfaces or furnishings of the Facility. All decorations and signs must be removed immediately after the conclusion of the activity or activities conducted pursuant to this Agreement.
 - d. RENTER shall use and occupy Facility in a safe and careful manner, and comply with any federal, state, county or municipal authority controlling or governing the Facility or the operation therein, including, but not limited to, all policies, rules and regulations of the CITY.
 - e. RENTER shall use said Facility solely for the purposes herein provided and shall not permit the Facility or any part thereof, to be used for any gambling or any unlawful, indecent, obscene or immoral attractions, exhibitions, purposes or entertainment, or in any manner so as to injure persons or property.
 - f. RENTER shall not permit any individual to bring into the Facility any alcoholic beverages or any materials, substances, equipment, or objects which are likely to endanger the life of, or cause bodily injury to, any person on the Facility, or which are likely to constitute a hazard to property thereon.

- g. RENTER shall not permit individuals to smoke inside the Facility, and no tobacco or tobacco products or their resemblances shall be sold or distributed on CITY property.
 - h. RENTER recognizes that the CITY may have representatives present in the Facility during use.
 - i. RENTER shall not permit any CITY property to include chairs, tables, or equipment, to be removed from the FACILITY grounds.
- 4. Indemnification.** The RENTER hereby assumes, releases, and agrees to indemnify, defend, protect, and hold harmless the CITY, its Board members, agents, employees, officials, and representatives from and against any loss of and/or damage to the property of RENTER, and all loss and/or damage on account of injury to or death of any persons arising in any way from negligent, reckless, or willful misconduct of RENTER, its employees, agents, or independent contractors.
- 5. Damage and Loss.** RENTER agrees to return the leased premises and equipment to the CITY at the end of the term of use in the same condition as the date of the start of this lease, ordinary use and wear excepted. RENTER agrees that if any portion of the Facility or contents thereof, during the term of this lease, shall be damaged by the act, default, or negligence of the RENTER or of the RENTER's agents, employees, patrons, guests or any person admitted to premises by RENTER, RENTER will pay to the CITY upon demand such sums as shall be necessary to restore the premises and equipment to their previous condition. RENTER hereby assumes full responsibility for the character, acts, and conduct of all persons admitted to any portion of the premises at the time of RENTER's use, not including any representatives of the CITY.
- 6. Assignment.** RENTER may not assign this Agreement, or any right contained in this Agreement; nor sublet the Facility without the written consent of the CITY. Any assignment or sublease of this Agreement or terms arising under this Agreement without written consent of the CITY shall void this Agreement.
- 7. Attorney's Fees.** Should the CITY prevail in whole or in part in any litigation between the parties, including but not limited to, actions to collect any use or service charge(s) after same is past due, RENTER agrees to pay for all of DISTRICT's reasonable attorney fees. Fees shall be payable whether for negotiation, trial, or appellate purposes.
- 8. Miscellaneous.**
- a. This Agreement contains the entire agreement between the parties. No subsequent alteration, amendment, change, or addition to this Agreement shall be binding unless in writing and signed by both parties.
 - b. This Agreement shall be governed by the laws of the State of Georgia.
- 9. Damaged Premises.** RENTER agrees to pay the full cost of any repairs deemed necessary at the sole discretion of the CITY for any damages caused by the RENTER and its guests or invitees or by any other person in connection with the event. RENTER accepts the premises in their current condition, as is, and agrees that they are fully suited for the purpose of the event.
- 10. General Conditions.** The premises shall not be used in violation of any regulation of law or any governmental body nor in any manner to create any nuisance or trespass, nor in such a manner as to endanger the construction capabilities of the premises. The user, its guests and invitees shall use the

parking area adjacent to the premises. The premises shall not be used in any manner to hinder or obstruct the activities of other occupants of the Community Center.

CLEAN UP

Clean up of the FACILITY is the responsibility of the RENTER. This includes ensuring all tables and chairs are placed safely and securely in the room in which they were found, and without any damage. Tables and chairs will be inspected after each rental. Cleaning the facility for the next RENTER is required, and will be inspected after each rental:

- Clean up of any spills of floors.
- All countertops cleaned.
- Stage area cleaned of all debris.
- Sweep and mop floors (cleaning supplies located in the kitchen closet).
- All trash is cleared and removed. Trash receptacles are located at the rear or side of the building.
- All lights turned off upon vacancy.
- Facilities locked upon vacancy.

TABLES AND CHAIRS PROVIDED (tablecloths are not provided; the number of tables and chairs may vary and are not guaranteed.)

Community Center.....10 round tables, 4 rectangle tables, 102 chairs

Hillman-Rainwater.....4 round tables, 2 rectangle tables, 50 chairs

Robert Bridges.....4 round tables, 1 rectangle table, 44 chairs

RENTER*

Renter's Name (Print & Signature): _____

Renter's Address: _____

Date: _____ *Copy of Valid Driver's License Required

Renter Initial: I verify I have read and understand the application, terms, and conditions, and have received a copy of all applicable information. _____ (initial)

For Internal Use Only

Date(s) of Rental: _____ Date Rental Fee Paid and Ref No.: _____

Processed by: _____ Key No. provided to Renter: _____

Date Cash Deposit Paid _____ Deposit Refunded to (print): _____

Deposit Refunded to (signature) and Date Received: _____

Refunded by (City personnel): _____

City of Statham Facility Use Terms & Conditions

(Provided to RENTER on the date the Facility Fee was Paid)

Times of Rentals: 8:00 a.m. – 11:00 p.m. ALL FACILITIES must be cleaned and vacated by 11:00 p.m.

ABSOLUTELY NO ALCOHOLIC BEVERAGES are permitted in or on the grounds of any Facility unless provided by a licensed caterer. NO EXCEPTIONS. Any event where alcohol will be consumed is required to hire a City of Statham off-duty police officer in addition to hiring a licensed caterer. Please visit the Statham Police Department for off-duty officers.

Additional Terms and Conditions

3. **Other Uses.** Officers, agents, and employees of the City reserve the right to enter all areas of the Facility at any, and all times. RENTER further understands and agrees that during the term of this Agreement, the CITY may use or cause to be used for its purposes, any portion of the Facility not in use by the RENTER.
4. **Key Deposit.** A deposit of \$150.00 CASH to be paid at the time they key is picked up from City Hall. The key may be picked up on the day for which the FACILITY is reserved before 4:30 p.m. For Saturday or Sunday rentals, the key must be picked up before 4:30 p.m. Friday. The deposit will be returned after the facility has passed inspection, typically within 2-3 business days after the event, and the key returned. The key can be returned to City Hall or placed in the night drop box located outside City Hall. Deposits will not be refunded for the following reasons: 1) damage to facility, furnishings, or grounds; 2) facility left in an unclean condition; 3) any guest displays improper conduct as determined by the CITY or City's Representative or Attendant on-site. Improper conduct includes but is not limited to apparent intoxication, abusive or threatening language, physical violence, or lewd behavior; 4) key is not returned; 5) inventory from the FACILITY including the kitchen and/or meeting room is missing or damaged.
3. **Cancellation.** If the RENTER desires to cancel this Agreement, it must notify the CITY no less than one (1) week prior to the start time designated by this Agreement. If the RENTER cancels this Agreement later than one (1) week prior to the start time as designated by this Agreement, the CITY will not provide a refund of rental fee.
3. **Regulations Pertaining to Use.** RENTER agrees to abide by and cause its invitees and licensees to abide by the following rules and regulations:
 - j. Any functions for minors must be chaperoned by parents or other responsible adults.
 - k. RENTER shall not permit entrance to portions of the Facility other than those specifically outlined above.

- l. RENTER shall not staple, nail or otherwise affix decorations or signs onto any surface in a manner so as to damage walls, floors, windows, fans or other surfaces or furnishings of the Facility. All decorations and signs must be removed immediately after the conclusion of the activity or activities conducted pursuant to this Agreement.
 - m. RENTER shall use and occupy Facility in a safe and careful manner, and comply with any federal, state, county or municipal authority controlling or governing the Facility or the operation therein, including, but not limited to, all policies, rules and regulations of the CITY.
 - n. RENTER shall use said Facility solely for the purposes herein provided and shall not permit the Facility or any part thereof, to be used for any gambling or any unlawful, indecent, obscene or immoral attractions, exhibitions, purposes or entertainment, or in any manner so as to injure persons or property.
 - o. RENTER shall not permit any individual to bring into the Facility any alcoholic beverages or any materials, substances, equipment, or objects which are likely to endanger the life of, or cause bodily injury to, any person on the Facility, or which are likely to constitute a hazard to property thereon.
 - p. RENTER shall not permit individuals to smoke inside the Facility, and no tobacco or tobacco products or their resemblances shall be sold or distributed on CITY property.
 - q. RENTER recognizes that the CITY may have representatives present in the Facility during use.
 - r. RENTER shall not permit any CITY property to include chairs, tables, or equipment, to be removed from the FACILITY grounds.
- 4. Indemnification.** The RENTER hereby assumes, releases, and agrees to indemnify, defend, protect, and hold harmless the CITY, its Board members, agents, employees, officials, and representatives from and against any loss of and/or damage to the property of RENTER, and all loss and/or damage on account of injury to or death of any persons arising in any way from negligent, reckless, or willful misconduct of RENTER, its employees, agents, or independent contractors.
- 5. Damage and Loss.** RENTER agrees to return the leased premises and equipment to the CITY at the end of the term of use in the same condition as the date of the start of this lease, ordinary use and wear excepted. RENTER agrees that if any portion of the Facility or contents thereof, during the term of this lease, shall be damaged by the act, default, or negligence of the RENTER or of the RENTER's agents, employees, patrons, guests or any person admitted to premises by RENTER, RENTER will pay to the CITY upon demand such sums as shall be necessary to restore the premises and equipment to their previous condition. RENTER hereby assumes full responsibility for the character, acts, and conduct of all persons admitted to any

portion of the premises at the time of RENTER's use, not including any representatives of the CITY.

- 6. Assignment.** RENTER may not assign this Agreement, or any right contained in this Agreement; nor sublet the Facility without the written consent of the CITY. Any assignment or sublease of this Agreement or terms arising under this Agreement without written consent of the CITY shall void this Agreement.
- 7. Attorney's Fees.** Should the CITY prevail in whole or in part in any litigation between the parties, including but not limited to, actions to collect any use or service charge(s) after same is past due, RENTER agrees to pay for all of DISTRICT's reasonable attorney fees. Fees shall be payable whether for negotiation, trial, or appellate purposes.
- 8. Miscellaneous.**
 - c. This Agreement contains the entire agreement between the parties. No subsequent alteration, amendment, change, or addition to this Agreement shall be binding unless in writing and signed by both parties.
 - d. This Agreement shall be governed by the laws of the State of Georgia.
- 9. Damaged Premises.** RENTER agrees to pay the full cost of any repairs deemed necessary at the sole discretion of the CITY for any damages caused by the RENTER and its guests or invitees or by any other person in connection with the event. RENTER accepts the premises in their current condition, as is, and agrees that they are fully suited for the purpose of the event.
- 10. General Conditions.** The premises shall not be used in violation of any regulation of law or any governmental body nor in any manner to create any nuisance or trespass, nor in such a manner as to endanger the construction capabilities of the premises. The user, its guests and invitees shall use the parking area adjacent to the premises. The premises shall not be used in any manner to hinder or obstruct the activities of other occupants of the Community Center.

CLEAN UP

Clean up of the FACILITY is the responsibility of the RENTER. This includes ensuring all tables and chairs are placed safely and securely in the room in which they were found, and without any damage. Tables and chairs will be inspected after each rental. Cleaning the facility for the next RENTER is required, and will be inspected after each rental:

- Clean up of any spills of floors.
- All countertops cleaned.
- Stage area cleaned of all debris.
- Sweep and mop floors (cleaning supplies located in the kitchen closet).
- All trash is cleared and removed. Trash receptacles are located at the rear or side of the building.
- All lights turned off upon vacancy.
- Facilities locked upon vacancy.

TABLES AND CHAIRS PROVIDED (tablecloths are not provided; the number of tables and chairs may vary and are not guaranteed.)

Community Center.....10 round tables, 4 rectangle tables, 102 chairs

Hillman-Rainwater.....4 round tables, 2 rectangle tables, 50 chairs

Robert Bridges.....4 round tables, 1 rectangle table, 44 chairs

Renters Please Note: City Hall will be closed Friday beginning at 4:30 p.m. and will not reopen until Monday at 8:00 a.m.

For emergencies, Dial 9-1-1.

For water or sewer emergencies only, contact Mayor Piper at 770-570-0786.

Facility Addresses

Community Center, 336 Jefferson Street, Statham

Hillman-Rainwater, 640 Park Street, Statham

Robert Bridges Park, 1348 Furr Lane



*Ira Underwood
Chief of Police*

CITY OF STATHAM POLICE DEPARTMENT

1906-C Railroad St.
Statham, GA 30866



OFF-DUTY POLICE SECURITY REQUIREMENTS AND REQUESTS

An off-duty Officer is required when alcohol is being served at **any** of our Community Centers (Downtown, Hillman-Rainwater and/or Robert Bridges Park), when a local business is conducting an open house/anniversary event or, at any event that is approved by the Chief of Police/Mayor of Statham.

One Officer is required for each 100 persons in attendance at the event.

The hourly rate for each off-duty Police Officer is \$45, with a minimum of 4 hours. Also, the hourly rate for requesting an officer within 5 days of the event is \$50.

Holiday rate is \$50 an hour.

All payments must be paid in **cash** prior to the event date at the Statham Police Department.

All events must end by 11:00PM. The only exception is a New Year's Eve event, which must end by midnight.

To request the required off-duty security, contact Captain Nichols at the Statham Police Department either by phone at 770-725-5992 extension 2013, or via email at janenichols@stathampd.com. You may also contact Sgt Hood at the Statham Police Department by phone at 770-725-5992 extension 2002, or via email at michaelhood@stathampd.com.

Please fill out the attached form and bring it to the Statham Police Department with payment. This will retain an off-duty officer for your event.

CITY OF STATHAM
POLICE DEPARTMENT

1906-C Railroad St.
Statham, GA 30686

REQUEST FOR AN OFF-DUTY OFFICER

Please fill out this form and return it to the Statham Police Department with payment.

Name: _____

Number: _____

Date of event: _____

Start time of event: _____ **End time of event:** _____

Location of the event: _____

By signing below, you agree to all the Terms and Conditions of this Rental Contract, and you acknowledge that you have been given the opportunity to read it before being asked to sign.

X: _____ **Date:** _____
Signature