CITY OF CEDARTOWN
GOODYEAR CIVIC CENTER
BUILDING RENTAL AGREEMENT

The City of Cedartown honors reservations for the City's building rentals no earlier than (60) sixty days in advance. To make your reservation, you must come to City Hall and pay the required deposit and sign this agreement. The rental fee payment will be required when picking up the key and before use of the facility.

City facilities cannot be used for profit events, such as Tupperware, Avon, Merle Norman, Mary Kay, etc. City facilities are not to be used for this type of event.

A deposit fee payment is required of all users of the aforementioned city facilities. The deposit fee will be refunded provided:

1. The building is found to be in an undamaged condition as stated below
2. The building is found to be clean after use as stated
3. Cancellation of reservation is made at least 10 days prior to the event
4. The key to the building is returned to City Hall no later than the next working day by 5 PM
5. **Alcoholic beverages are not consumed or served**
6. You find the building, upon entry, not to be in the condition that will be required of you as stated below and you choose not to use the facility for that reason and you call immediately for an inspection

Any damages to items or portions of the building will be paid for by the person executing this agreement. **It is the user's responsibility to check the condition of the building and report any damages to (770) 324-5772 or 770-883-9596** before using the building in order that any existing damage will not be your liability. If the following listed items are not found in an acceptable condition, call for an inspection immediately.

It is the user's responsibility to turn all appliances, lights, heat or air conditioning off and to make sure the building is locked (front & back doors).

The building will be inspected for the following conditions:

1. Floors clean of debris, dust, spots, or spills
2. Clean table tops and counters
3. All garbage removed from building
4. Dishes clean and in proper place
5. Bathrooms clean and useable-sanitary condition
6. Tables and chairs left in same order as found
7. Any damages to equipment or any portion of the building

Continued on back→

"IT IS THE POLICY OF THE CITY OF CEDARTOWN NOT TO PERMIT THE USE OR CONSUMPTION OF ANY ALCOHOLIC BEVERAGES ON CITY OWNED PROPERTY. THEREFORE, NO PERSON, FIRM, OR CORPORATION WHO RENTS OR OTHERWISE USES THIS FACILITY FOR ANY EVENT OR FUNCTION OR WHO SPONSORS ANY SUCH EVENT OR FUNCTION AT THE FACILITY SHALL CONSUME, SELL, OR MAKE AVAILABLE ANY ALCOHOLIC BEVERAGE TO ANY PERSON IN ATTENDANCE. BY SIGNING THIS RENTAL AGREEMENT, YOU ARE CERTIFYING THAT NO ALCOHOLIC BEVERAGES WILL BE SOLD, OR MADE AVAILABLE AT THE EVENT OR FUNCTION FOR WHICH YOU ARE APPLYING. IF THE CITY LATER DISCOVERS THAT ALCOHOL WAS CONSUMED OR SERVED WHILE YOU WERE USING THE FACILITY, YOUR DEPOSIT WILL NOT BE REFUNDED AND THE CITY MAY REFUSE TO ALLOW YOU USE OF THIS FACILITY IN THE FUTURE. FURTHER, AS THE RESPONSIBLE PERSON, CRIMINAL ACTION MAY BE TAKEN AGAINST YOU FOR KNOWINGLY VIOLATING THE ORDINANCES OF THE CITY OF CEDARTOWN."

THE LESSEE ACCEPTS ALL LIABILITY FOR ACCIDENTS OR INJURIES INCURRED DURING THE USE OF CITY PROPERTY.

RESPONSIBLE PERSON:

NAME: _____

ADDRESS: _____

DRIVERS LICENSE #: _____

PHONE NUMBER: _____

DATE OF USE: _____ **TIME:** _____

KEY NUMBER: _____

YOU MUST BE AT LEAST 21 YEARS OF AGE TO RENT THIS FACILITY

EVERYONE MUST BE OUT OF THE BUILDING BY 10:00 PM

DEPOSIT RETURNED TO _____

DATE _____

*******If you do not have the key, go to the Cedartown Fire Dept.***