

# Perry-Rainey Center Building Rental Agreement

**\* FOR MULTIPLE DAYS, PLEASE ATTACH A BREAKDOWN OF THE SCHEDULE \*  
RESERVATIONS MUST BE MADE AT LEAST THIRTY DAYS IN ADVANCE**



## Lessee Contact Information

CONTACT PERSON:		
BUSINESS NAME: <small>IF APPLICABLE</small>		
ADDRESS:		
CITY:	STATE:	ZIP:
CELLPHONE:	EMAIL:	

**City of Auburn**  
1369 4th Avenue  
Auburn, GA 30011

Contact: Josh Campbell  
770-963-4002 Ext.206  
jcampbell@cityofauburn-ga.org

Will there be catered meals  YES  NO If you chose YES, then please include caterer info:

<b>CATERER</b> NAME:	PHONE:
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### FILL OUT THE RENTAL DATE AND TIME BELOW:

Note: Some dates may not be available due to our priority ranking system and scheduling. Please choose 3 rental dates below:

<b>RENTAL DATE</b>	1ST CHOICE: / /	2ND CHOICE: / /	3RD CHOICE: / /
<b>RENTAL TIME</b>	BEGIN: <input type="checkbox"/> AM <input type="checkbox"/> PM	END: <input type="checkbox"/> AM <input type="checkbox"/> PM	TOTAL DURATION: HRS

WEEKDAY RENTAL FEE SCHEDULE Monday - Thursday Base Rate per 4 Hours		N.P./E	A.C.	N.C
1	Main Floor Board Room	\$75.00	\$75.00	\$150.00
2	Third Floor Banquet Hall	\$100.00	\$100.00	\$200.00
3	Entire Facility	\$200.00	\$200.00	\$400.00
4	Additional Hours	\$50.00	\$50.00	\$100.00

WEEKEND RENTAL FEE SCHEDULE Friday-Sunday Base Rate per 8 Hours		N.P./E	A.C.	N.C
1	Main Floor Board Room	\$150.00	\$150.00	\$250.00
2	Third Floor Banquet Hall	\$200.00	\$200.00	\$400.00
3	Entire Facility	\$700.00	\$700.00	\$1500.0
4	Additional Hours	\$75.00	\$75.00	\$150.00

By signing the application below, I agree to abide by the following Terms and Conditions:  
In consideration for rental of the premises, I understand, and agree to follow and comply with all City policies which are incorporated herein by reference. Failure to comply with these policies will result in loss of privilege to use City facilities and will result in non return of deposit. I further understand that fundraising is not allowed on City property, and will not be using the facilities for that purpose unless I have written permission. I accept responsibility of use of the Perry-Rainey Center Building on the date(s) and hours stated on this form Agreed to by:

Signature: _____	Date: _____
Print Name: _____	
Title: _____	

### RATE CODE

- NON-PROFIT
- AUBURN CITIZENS
- NON-CITIZENS (If you live outside city limits)
- EDUCATION

### FLOOR SELECTION

- MAIN FLOOR BOARD ROOM
- THIRD FLOOR BANQUET HALL
- ENTIRE FACILITY

### ADDITIONAL HOURS

\_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### OTHER FEES

- SOUND SYSTEM- \$50
- POLICE SECURITY- \$45/hr min. of 4 hours (if alcohol is present)
- KITCHEN-\$50 (waived w/ entire facility)
- DEPOSIT (50% of total fees)

RENTAL FEE	_____
ADDITIONAL HOURS	_____
OTHER FEES	_____
DEPOSIT DUE	_____
TOTAL DUE	_____

OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY

Date Payment Received: _____ Security Deposit Due: _____ <input type="checkbox"/> CK# _____ Rental Amount Due: \$ _____ <input type="checkbox"/> CASH <input type="checkbox"/> CK/MO# _____	Rental Approved By: _____ Date Approved: _____ Date of Rental: _____ <input type="checkbox"/> Posted on Calendar <input type="checkbox"/> Relay Date to Renter	Building passed inspection? <input type="checkbox"/> YES <input type="checkbox"/> NO Return Security Deposit? <input type="checkbox"/> YES <input type="checkbox"/> NO Deposit Returned: _____ Staff Initials: _____ Customer survey returned? <input type="checkbox"/> YES <input type="checkbox"/> NO
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## TERMS AND CONDITIONS

1. The key must be picked up on the week of event during the business hours at City Hall.
2. A damage/cleanup deposit is required. At the conclusion of the event the lessee is asked to leave the building in a "ready to use" condition. Remove all decorations, sweep the floors (and mop, if necessary,) wipe countertops, remove all garbage, take all food leftovers, turn off heat/air at thermostat, turn off all lights and return the key. The deposit is refundable if the event coordinator completes the checklist, finds the facility to be in good order and signs off on the agreement.
3. A \$35 NSF Fee is placed on each returned check
4. Feel free to move tables and chairs around provided that they are returned to their original position at the conclusion of rental use.
5. Please make sure that all lights are off and that all trash is in the proper trash receptacle. Make sure all windows and doors are closed and locked at the conclusion of your rental use
6. The City enforces State law regarding weapons on its properties and in its buildings.
7. The rental of Public Buildings is available to persons over the age of 18.
8. Renters must adhere to maximum building occupancy required by **safety fire code regulation**.
9. As consideration for the use of the City Building, the undersigned agrees to indemnify and hold harmless The City of Auburn, Georgia, and its employees, officers, and agents from any and all claims and damages of any kind, including attorney's fees and expenses of litigation, relating to or arising from the undersigned's use of the Building.
10. Cancellation Policy: In order to be refunded your deposit and usage fee, the lessee must notify the Parks and Leisure Department five (5) business days prior to the event.
11. Alcoholic Beverages: Users shall obey all applicable laws of the State of Georgia and the City if alcoholic beverages are to be consumed on the premises. It is strictly prohibited to sell alcoholic beverages on the premises except as allowed for by applicable law. It is strictly prohibited for any alcohol to be served or furnished to or by any persons under the age of 21 years of age.
12. Release of Liability: In consideration of the use of the premises, the User hereby releases and holds harmless the City of Auburn, their officials, officers, board members, employees, or representatives from any liability or responsibility for any damages to the person or property of User, User's guests, invitees, or other persons, arising out of or in any way connected with the User's use of the premises. User agrees to indemnify the City of Auburn for any costs or damages to any person or any person's property arising out of or connect in any way with the User's use of the premises and further agrees to pay all costs of defense, including attorney's fees and court costs, incurred by the City of Auburn or their officials, officers, board members, employees or representatives.
13. No Smoking: No smoking or use of tobacco products is allowed on the premises.
14. Use of Equipment: User shall be allowed to use the equipment, tables and chairs on the premises, but the equipment, tables and chairs shall not be removed from the premises.
15. Hours of Operation: All weekend events shall begin no earlier than 7:00 A.M., and shall end and empty of all persons no later than 12:00 A.M. Weekday events shall begin no earlier than 8:00 A.M., and end no later than 10:00 P.M.
16. Decorations: User shall not use any wall decorations. Only table and floor decorations are permitted.
17. Damaged Premises: User agrees to pay the full cost of any repairs deemed necessary in the sole discretion of the City of Auburn for any damages caused by the User or its guests or invitees or by any other person in connection with the event. User accepts the premises in their current condition, as is, and agrees that they are fully suited for the purpose of the event.
18. 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.