

J. D. Withers Building Rental Agreement

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



Lessee Contact Information

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

City of Auburn
Parks & Leisure Department
1411 Sunbelt Way
Auburn, GA 30011

Contact: Michael Parks
770-963-4002 Ext.230
parksdirector@cityofauburn-ga.org

Rental Information

PURPOSE NAME: _____

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

CATERER NAME: _____ PHONE: _____

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:

RENTAL DATE

1ST CHOICE: / /	2ND CHOICE: / /	3RD CHOICE: / /
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RENTAL TIME

BEGIN: <input type="checkbox"/> AM <input type="checkbox"/> PM	END: <input type="checkbox"/> AM <input type="checkbox"/> PM	TOTAL DURATION: _____ HRS
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TERMS AND CONDITIONS

- A security code with instructions for use will be issued. The security code is only valid for the day of the event.
- The key must be picked up on the date of event during the week at City Hall, on weekends at the Police Department front desk.
- A \$50.00 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 stove and 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.
- A \$35 NSF Fee is placed on each returned check
- Feel free to move tables and chairs around provided that they are returned to their original position at the conclusion of rental use.
- 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
- JD Withers Building: All deliveries (food, equipment, decorations, etc.) must be brought in through rear entrance.
- No alcoholic beverages are allowed.
- The City enforces State law regarding weapons on its properties and in its buildings.
- The rental of Public Buildings is available to persons over the age of 18.
- Renters must adhere to maximum building occupancy required by **safety fire code regulation**.
- 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.
- 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.

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 J.D. Withers Building on the date(s) and hours stated on this form
Agreed to by: _____

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

RENTAL FEES ARE DESIGNED TO COVER COST OF UTILITIES AND BUILDING MAINTENANCE

DEPOSIT \$50

RENTAL FEES

MINIMUM FOUR HOURS OF USE PER DAY

- AUBURN CITIZENS \$50
 NON-CITIZENS \$75
 NON-PROFIT (MONDAY-THURSDAY) \$30
 NON-PROFIT (FRIDAY-SUNDAY) \$50

ADDITIONAL HOURS

Auburn Citizens/ Non-Profits

_____ X \$12.50 = \$ _____

Non-Citizens

_____ X \$18.75 = \$ _____

RENTAL FEE	\$
ADDITIONAL HOURS	+ \$
DEPOSIT DUE	+ \$50
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: _____	Rental Approved By: _____	Building passed inspection? <input type="checkbox"/> YES <input type="checkbox"/> NO
Security Deposit Due: \$50.00	Date Approved: _____	Return Security Deposit? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> CK# _____	Date of Rental: _____	Deposit Returned: _____ Staff Initials: _____
Rental Amount Due: \$ _____	<input type="checkbox"/> Posted on Calendar <input type="checkbox"/> Relay Date to Renter	Customer survey returned? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> CASH <input type="checkbox"/> CK/MO# _____		