

# J. D. Withers Building Rental Agreement

\* FOR MULTIPLE DAYS, PLEASE ATTACH A SEPARATE FORM FILLED OUT\*  
RESERVATIONS MUST BE MADE AT LEAST ONE WEEK IN ADVANCE



NAME:		
TYPE OF EVENT:		
ADDRESS:		
CITY:	STATE:	ZIP
PHONE:	EMAIL:	
RENTAL DATE:		

<p><b>City of Auburn</b> 1369 4th Avenue Auburn, GA 30011</p> <p>Contact: Brooke Haney 770.963.4002 ext. 230 rentals@cityofauburn-ga.org</p>
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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.

### 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

- The key must be picked up on the week of the event at City Hall. Monday through Friday 8:30 to 4:30.
- 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.
- Ensure that the phone number provided on the application form is accurate. The last four digits of this number will be the security code for the building alarm, which you can activate or deactivate. Please note that in the event of a false alarm that requires staff intervention, the security deposit will be forfeited.
- 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 Wither 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.

DEPOSIT \$50

## RENTAL FEES

MINIMUM FOUR HOURS OF USE PER DAY

<input type="checkbox"/>	AUBURN CITIZENS	\$50
<input type="checkbox"/>	NON-CITIZENS	\$75
<input type="checkbox"/>	NON-PROFIT (MONDAY-THURSDAY)	\$30
<input type="checkbox"/>	NON-PROFIT (FRIDAY-SUNDAY)	\$50

## ADDITIONAL HOURS

Auburn Citizens/ Non-Profits

<input type="checkbox"/>	_____ X \$12.50 = \$ _____
	<b>Non-Citizens</b>
<input type="checkbox"/>	_____ X \$18.75 = \$ _____

Rental Fee	\$
Additional Hours	\$
Deposit Due	\$ 50
Total Due	

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: _____	

Date Payment Received: _____ Security Deposit Due: <b>\$50.00</b> <input type="checkbox"/> CASH <input type="checkbox"/> CARD <input type="checkbox"/> CK/MO# _____ Amount Remaining \$ _____ <input type="checkbox"/> CASH <input type="checkbox"/> CARD <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: _____
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