



RENTAL AGREEMENT FOR USE OF THE COMMUNITY BUILDING
3496 KESWICK DRIVE

Today's Date _____

Group Name _____

Purpose of use: _____

Responsible Party _____

Number in Party _____ Adults: _____ Children: _____

Activity Description _____

Telephone: Home (____) _____ Work (____) _____ Fax (____) _____

Address _____ City _____ Zip _____

Date of Reservation _____ From _____ A.M./P.M. To _____ A.M./P.M.

Will Food and Beverages be served? _____ Alcoholic beverages are **not** permitted.

To contact Chamblee Parks & Rec. call 770-986-5016 or e-mail jrackley@chambleega.com.

The request for a reservation of the facility must be made at least two (2) weeks prior to the requested date. The facility may be reserved up to two (2) months in advance. No reservation will be confirmed until this reservation agreement is completed, approved and the rental payment is received.

The individual or group whose name appears above has reserved this facility and is entitled to its use for the period indicated. The individual or group is not expected to occupy the facility until the time indicated, and is expected to relinquish the facility at the end of the reserved time.

See pages two and three for rental rates, policies, regulations and information regarding the reservation and use of this facility. The policies are designed to help you and your group have an enjoyable and safe event. The responsible party will receive a copy of this form as confirmation of the reservation. The City reserves the right to withhold permission for any event. No telephone reservations can be made.

By signing this agreement the responsible party/group hereby attest they have read and agree to abide by the policies and regulations on pages two (2) and three (3) of this agreement.

Signature of the responsible party: _____ Date signed: _____

Approved by: _____ Date signed: _____

Receipt # for rental: _____ Receipt # for deposit: _____ cc: Police Department: _____

The responsible party must initial understanding of all items listed:

___ 1) City sponsored functions will take precedence over **any use** of the building, **including paid reservations**. The City will give as much notice as possible in the event the City needs the use of the building. Should that incident occur, all fees paid by the users will be returned. Except in the case of extreme emergencies, the City will try to give at least two (2) weeks notice. The user agrees that City will not be held liable in any way for any type of loss, financial or otherwise, should the City cancel the reservation for any reason at any time.

___ 2) Smoking is **not** permitted in the building. Alcoholic beverages and controlled substances are **not permitted** on any City property, including (but not limited to) parking lots, buildings, ball fields, playgrounds or open green spaces. Any individual who does not adhere to this policy will be subject to sanctions and possible arrest. The responsible party/group may face the same sanctions, even if unaware of the situation.

___ 3) If food is served, all food stuffs including containers must be removed from the building. All discarded items must be placed in plastic bags (not furnished) and placed in the trash cans outside the building. Please use the recycle containers for cans after they have been rinsed. Open flame cookers and/or grills are not permitted in the building or on the deck.

___ 4) The maximum capacity of the building is 125 people. It is a violation of fire codes for more than 125 people to occupy the building. Any infraction of the code could result in fines and sanctions.

___ 5) Clean up and breakdown time shall be included in the rental time. Clean up shall include cleaning any spills, disposing of trash, mopping and sweeping the floors as needed, wiping down tables and chairs as needed and returning the room to the original setup.

___ 6) The responsible party will assume all responsibility for the conduct of all guests **including** parking, littering and noise ordinance compliance. Participants should not be allowed to engage in any hazardous activities. **Children must be supervised at all times**. All dogs must be kept on a leash and any feces must be removed. Due to liability concerns and limited space, the City does not allow moonwalks, ponies, dunk tanks, etc...to be brought on the premises during rentals.

___ 7) The minimum time for all reservations is two (2) hours. The maximum time allowed is six (6) hours. The curfew for all activities in the park is 11:00P.M. The building must be empty by 11:00P.M. and the parking lot empty by 11:10P.M.

___ 8) Monday through Friday from 9:00A.M. until 4:00P.M. the responsible party can come to the parks department at 3540 Broad Street (Chamblee Civic Center) to meet with someone to open the building. After 4:00P.M. and on weekends and holidays they can go to the Chamblee Police Department at 3518 Broad Street. At both locations positive identification is required.

___ 9) Refund policy: No refund will be given because of the weather. The responsible party must notify the Chamblee Parks and Recreation Department in writing of a cancellation no less than fourteen (14) days prior to the reservation date to receive a 100% refund. Any notice less than fourteen days but at least seven (7) days prior to the event a refund of 50% will be given. Notice less than seven (7) days will not be entitled to any refund.

___ 10) The responsible party/group will indemnify and hold the City harmless with respect to any claims, losses, damages, costs, expenses (including legal fees), or injuries caused by or in any way resulting from activities of the responsible party/group, it's agents and employees, on said property or otherwise pursuant to this agreement, and the responsible party/group will at it's own cost and expense, (including legal fees) defend the City against any claims, suits, or causes of action brought by anyone with respect to any of the aforesaid.

___ 11) The community building shall not be used for any commercial purpose, including, but not limited to, the sale of any products, services or any other commercial activity.

Non-profit organizations may rent the community building at a reduced rate; however, any such non-profit organization must meet the following conditions: A) Present to the City written documentation from the Internal Revenue Service that the non-profit organization has been granted 501(C)3 status as a non-profit organization. B) Any such non-profit organization must submit at the time request is made to use the community building, a certificate of liability and workers compensation coverage, if applicable, showing that such organization is insured.

**COMMUNITY BUILDING
3496 KESWICK DRIVE
RENTAL FEES**

City of Chamblee Residents:

Meeting room/deck/kitchen: \$40.00 for the first two (2) hours and \$15.00 for each additional hour.

Non-Profit Organizations:

Meeting room/deck/kitchen: \$60.00 for the first two (2) hours and \$20.00 for each additional hour.

Non-Residents:

Meeting room/deck/kitchen: \$80.00 for the first two (2) hours and \$30.00 for each additional hour.

Security deposit: \$150.00 refunded if all conditions on pages two (2) and three (3) are met.

Rates subject to change without notice

October 19, 2005