



# City of Friendsville Community Center Rental Agreement

Name \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ TN, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Description of what will the building be use for: \_\_\_\_\_

**Community Room and Kitchen:**

\$40/hr. with a \$80 minimum charge

Half day building rental 6 hours. (Hours must be consecutive) \$200.00.

Full day building rental (13hrs) \$350.00

**Reserve Fee:**

The rental fee can be paid by check, or cash. Checks are to be made out to the City of Friendsville. Payment must be made in full Five (5) days prior to the event. Fees payable prior to use are calculated by the reserved hours. Any use beyond the reserved time will be charged at the hourly rate \$55.00 for any hour or part thereof the facility is used.

**Damage Deposit:**

A damage deposit of \$100.00 will be collected at time of booking. Payment can be by either cash or check. The damage deposit is refundable to any group, person, or organization, in part or in full, whenever the facility is clean and undamaged after its use. Any additional fees for use beyond the reserved time will be deducted from the damage deposit. The user will be notified if all or part of the deposit is retained to cover clean up, repair, damage and/or replacement costs or additional usage fees. The contact person will be notified of any shortfall in the event clean up, damage costs or additional usage fees exceed the deposit amount, and the user shall be liable.

**Cancellation:**

If you need to cancel you must provide a 72-hour notice to obtain your damage deposit and reserve fee in full. If less, then 72 hours reserve fee will not be refunded.

I, \_\_\_\_\_ agree to the rules and policy of the rental agreement that has been set forth by the City of Friendsville.

\_\_\_\_\_  
Name of renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Friendsville

\_\_\_\_\_  
Date

-----  
Office Use Only.

\_\_\_\_\_  
Deposit Date Paid      Amount of Deposit: \_\_\_\_\_      Cash: \_\_\_\_\_      Check Number: \_\_\_\_\_

\_\_\_\_\_  
Reservation Date Paid      Amount of Deposit: \_\_\_\_\_      Cash: \_\_\_\_\_      Check Number: \_\_\_\_\_



## City of Friendsville Policies and Procedures

**Premises:** The City of Friendsville has a community room and kitchen located 105 Homecoming Circle, Friendsville, Tennessee, 37737. The community facility is available for reservation, rental and use by residents and property owners of the City of Friendsville, as well as by the public.

**Parking:** Parking shall be allowed only in lawful, authorized, and developed parking areas provided on the City Hall premises. Parking shall not be harmful to vegetation or natural area on site.

**Hours:** The community room and kitchen are available for reservation and use from 8:00 a.m. to 9:00 p.m., seven days per week.

**Community Room & Kitchen:** The community room can accommodate up to a maximum of 50 guests. The full-service kitchen can be opened to allow access from the community room.

**Reservation:** Community room space must be reserved by completing the "Community Room Reservation & Rental Application" and submitting it to the public relations coordinator at the city hall. Reservations will be accepted up to six months in advance. ***NO RESERVATION WILL BE CONFIRMED/BOOKED UNTIL THE APPLICATION AND DAMAGE DEPOSIT FEE ARE RECEIVED IN THE OFFICE.*** Payment must be made in full Five (5) days prior to the event. Fees payable prior to use are calculated by the reserved hours. Any use beyond the reserved time will be charged at the hourly rate \$55.00 for any hour or part thereof the facility is used. The individual signing the form will be held responsible for all cleanup fees and damages and all costs associated with collecting those fees. Applicants must be age 21 or over.

**Common Spaces and Food Service:** Refreshment supplies such as cups, containers, paper goods, tea and coffee are NOT provided by the city. Groups using the kitchen are expected to leave it in the condition they found it; trash should be picked up and the kitchen should be cleaned. Setup and cleanup of the kitchen must be accomplished within the time for which the room is rented. If it is necessary for city staff to clean up following an event, the organization/individuals making the reservation WILL BE CHARGED additional \$50.00.

**Room Arrangement:** The community room is equipped with 10 six-foot tables, 48 folding chairs. The tables and chairs may be set up as desired but must be returned to the original arrangement or storage position at the end of the meeting/event. All set up, breakdown and cleanup shall be the responsibility of the user. No city staff is available for help set up, break down or cleanup. No items shall be taped or tacked to the walls, doors, windows, or any other surface. ALL SETUP AND CLEANUP MUST BE ACCOMPLISHED WITHIN THE TIME PERIOD FOR WHICH THE ROOM IS RENTED.

**Cancellation:** If you need to cancel you must provide a 72-hour notice to obtain your damage deposit and reserve fee in full. If less, then 72 hours reserve fee will not be refunded.

**Damages and Liability:** The city is not responsible for the loss of or damage to any equipment or materials owned or rented by and individual, group or organization using its community rooms. Any individual group or organization using the center shall be held responsible for willful or accidental damage to the community center building, grounds, collections, or equipment caused by the group, organization or individuals, its members or those attending its program. The city and staff do not assume any liability for groups or individuals attending a meeting at the facility. Any individual or group holding a meeting in the community center must release, indemnify, and hold harmless the City of Friendsville, their officers, commissioner, and employees from all claims for injuries, damages, or loss, which may arise, or which may be alleged to have arisen out of, or in connection with the meeting/event.

**Denial of Community Room Privileges:** Failure to abide by the city's community room policies and rules of conduct may result in the cancellation of, or refusal of future reservations.

**Request for Deviation from Policies and Appeals:** Any Request for a deviation from these Policies shall be addressed to the board of Commissioner's for consideration on a case-by-case basis.

**Additional Rules and Regulations:** The following rules and regulations apply to all groups using the community rooms:

- No organization other than an organization affiliated with the city shall use the city name or its official address.
- Storage of goods by organizations using the community rooms will not be permitted without prior approval.
- Attendance at a meeting may not exceed the maximum number of people certified by the fire department as the occupancy limit for the room. These limits are Community Room at 50 people.
- Groups whose members are under the age of eighteen must be accompanied by one adult chaperone for each 15 participants, including the community room and outside the building.
- Weapons and hazardous materials including, but not limited to, paints, solvent, explosives, and lighted candles are prohibited. Other items would include fog machines, dry ice, etc. that may cause smoke within the building that could activate the fire alarm.
- Groups using the facilities must comply with the Americans with Disabilities Act, as appropriate.
- All exits must always remain unblocked. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- Public entrances are to be used for entrance to and exit from the building and for all deliveries.
- All trash and refuse generated by the event shall be removed by the renter promptly and placed in the trashcans outside the kitchen.

By signing, you are stating you have read the policy and procedures for the rental use of the community center located at 105 Homecoming Circle, Friendsville.

\_\_\_\_\_  
Name of renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Friendsville

\_\_\_\_\_  
Date

# NOTICE

- To prevent scarring floor, **PLEASE lift** (not scoot) when repositioning tables for your event. Also, any coolers, sound equipment, etc. that you bring should be lifted instead of pushed or dragged across floor.
- No hanging on walls without command strips that wont strip the paint off.
- **NO TAPE** on **WALLS** or **FLOORS** of any kind can be used.
- No fog machines/dry ice or any product that would create smoke of any kind in the building. This will set off the fire alarm!
- Please wipe down kitchen counters after use.
- Gather up trash and place in the outside trash can (located in the front of the building)
- Sweep areas.
- **DO NOT** leave any **FOOD** including in the refrigerator (all food & containers will be thrown away.)
- We **DO NOT** have room to store anything. Please take all personal items when you leave. The City of Friendsville is not responsible for items left.
- **APPLIANCES'** must **NOT be MOVED.**

*Thank you for your help in keeping our community center beautiful!! We hope that you had an enjoyable time! Please consider Friendsville Community Center when you are planning future events.*