



CITY OF WHITESBURG RECREATIONAL FACILITIES USE AGREEMENT AND RULES

The following rules and regulations apply to the use of all City of Whitesburg recreation facilities.

By submitting an application and using a city facility, the renter agrees to comply with the following terms and conditions:

1. **City Priority:** City-sponsored meetings, programs, and events shall receive priority over all other reservations.
2. **Reservation Limits:** Recreation facilities may be reserved up to twelve (12) months in advance for one (1) event. Long-term or recurring reservations require approval by the Mayor and City Council.
3. **Commercial Use:** City recreation facilities may not be rented or used for for-profit activities unless specifically approved by the Mayor and City Council.
4. **Reservations & Rental Fees:** Reservations are confirmed only after a completed application, payment of all applicable fees, and required deposit have been received. The renter must be at least twenty-one (21) years of age and provide a valid government-issued photo ID.

Rental Fees:

- o **Lobby & Kitchen:** \$200.00 (all-day rental) + \$100.00 refundable security deposit
 - o **Large Pavilion:** \$50.00 (all-day rental) + \$50.00 refundable security deposit
 - o **Small Pavilion:** Free of charge and available on a first-come, first-served basis.
5. **Decorations:** Do not tape, tack, staple, or otherwise attach decorations to painted walls, ceilings, doors, or other finished surfaces. Decorations may only be placed in designated areas.
 6. **Furniture:** Tables, chairs, and other furnishings must not be dragged across the floor. Please lift and move all furniture carefully to prevent damage.
 7. **Cleanup & Security Deposit:** The renter is responsible for leaving the facility clean and in the same condition it was found. This includes:
 - o Removing all personal belongings and decorations.
 - o Emptying the refrigerator, including all ice.
 - o Placing all trash in the designated dumpster.
 - o Returning tables and chairs to their original locations.

Security deposits will be refunded provided the facility is left clean and free of damage. Repair or excessive cleaning costs may be deducted from the deposit.

8. **Cancellations:** Cancellations must be made at least seventy-two (72) hours before the scheduled event to receive a full refund of the security deposit. Rental fees may be refunded only if approved by the city.
9. **Facility Access:** Keys will not be issued to renters. City Hall staff will unlock the facility during the approved rental period. If assistance is needed, contact Superintendent Tim Robison at **770-550-4452**.
10. **Hours of Use:** Facilities may be used between **9:00 a.m. and 9:00 p.m.** unless otherwise approved by the city.
11. **Prohibited Items:** Alcoholic beverages, illegal drugs, smoking, vaping, and all tobacco products are prohibited inside all City buildings and facilities.
12. **Liability:** The renter agrees to indemnify, defend, and hold harmless the City of Whitesburg, its elected officials, employees, volunteers, and agents from any and all claims, damages, losses, liabilities, costs, or expenses arising from or related to the renter's use of the facility.
13. **Reservation Confirmation:** Dates will not be held or reserved until a completed application, rental fee, and required security deposit have been received.
14. **Compliance:** Failure to comply with this agreement may result in forfeiture of the security deposit, denial of future facility rentals, and/or additional charges for damages or cleanup.

Complete application and return with payment for security deposit & usage fee to City Hall or email to afordham@whitesburg-ga.com



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Recreation Facilities Rental Application

Applicant / Person Responsible: _____

Address: _____

Contact phone number: _____

Driver's License #: **(Make Copy)**: _____

Purpose Of Event: _____

Date Of Event: _____ Time of event: _____

Approximate # Attendees: _____

How many tables and chairs do you need to set up? _____

6ft tables (8 avail.) _____ **8ft tables (11 avail.)** _____ **Chairs (98 avail.)** _____

- **Lobby & Kitchen:** \$200.00 (all-day rental) + **\$100.00 refundable security deposit**
- **Large Pavilion:** \$50.00 (all-day rental) + **\$50.00 refundable security deposit**
- **Small Pavilion:** **Free of charge** and available on a first-come, first-served basis.

I have received and read the rules governing the use of the City of Whitesburg Facilities; I agree to abide by all rules contained herein. I swear that the information I have submitted in this application is true and correct.

Signature _____ Date _____

Rental Fee: \$ _____

Deposit Paid: \$ _____

Total Amount Paid: \$ _____

Payment Method: Cash Credit Card Check

Deposit Refund Amount: \$ _____ Deposit Refund Date: _____

Deposit Refunded By: _____

No Refund Due: (Provide Reason) _____
