



Facility Rental Agreement

Leisure Services Department
 25 Jefferson Street Newnan, Ga 30263
 678-673-5507
 kmosley@cityofnewnan.org

First Name	Last Name	Company Name, If Applicable	
Address	City	State	Zip Code
Home Phone	Cell Phone	Email Address	

Date of Event Rental Start Time Rental End Time Estimated Attendance

Event Description:

C Jay Smith Park
 Greenville Street Park
 First Ave Park
 Lynch Park
 Pickett Field
 Ray Park
 Temple Ave/Veterans Park

Howard Warner Community Center
 Howard Warner Classroom
 Howard Warner Gymnasium
 Wesley Street Gym
 Wadsworth Auditorium

Signature of Applicant	Date
City Representative Signature	Date

FOR OFFICE USE ONLY

Security Deposit Received: _____ Date: _____ Rental Fee Received: _____ Date: _____ Method of Payment: Cash Check Debit/Credit Card Money Order

If security deposit is refunded, does the applicant want the check picked up or mailed? _____

Security Deposit Refunded: _____ Date Refunded: _____ Picked Up or Mailed: _____ If Security Deposit is forfeited, Reason: _____



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_____ Security deposit must be paid in full at the time of the reservation. The deposit is refundable after the event if there are no damages to the facility as a result of the event. Rental fee is due thirty (30) days prior to event date. If fees are paid by check and the check is returned for insufficient funds, the user understands and agrees that he/she is responsible for reimbursement of the check amount plus an additional processing fee.

_____ Renter must be 21 years of age or older to reserve a facility. By signing the agreement, he/she accepts and assumes responsibility for the group's adherence to the rules and for any damages to the facility and/or equipment that may occur as a result of the group's use. Renter or his/her designee who must be 21 years of age or older should be present at all times during the reservation times and children should not be left unattended.

_____ Renter agrees to abide by all Federal, State, and local laws and ordinances while on City facility property.

_____ The facility may be reserved Monday through Sunday from 8:00 a.m. to 10:00 p.m. (excluding city holidays) . City facilities are available on first-come, first-served basis by reservation. The City reserves the right to reassign scheduled dates if it is determined the facility is needed for purposes to benefit the City or the community.

_____ For parks: Reservation includes the pavilion area only. Other areas of the park are open to the public.

_____ All equipment and decorations brought into the facility should be listed at the time the reservation is secured. All equipment and decorations must be removed after event.

_____ Renter should seek advice on placement of tents, canopies, inflatables, grills, or any equipment requiring independent power. Tents larger than 400 sq.ft. will require a permit.

_____ The use of alcohol, tobacco, and profanity are strictly prohibited on the premises. Pets are allowed to assist with persons with a disability. Renters are also responsible for adhering to posted occupancy limits.

_____ All access, walkways, ramps shall be kept open at all times. Vehicles are restricted to parking lots and streets where parking is permitted.

_____ Renter is responsible for clean up after the event. *Please see check list. Groups or individuals are responsible for providing their supplies including trash bags for cleaning up the facility. A fee may be charged if the group's use of the facility has resulted in a need for repair to furnishings and/or if excessive clean-up is required. Imposition of a cleaning fee will be at the discretion of the City. All trash should be removed from the facility and placed in the large blue trash cans. Trash cans can be moved closer to the facility for easy access.

_____ Safety First—If you need assistance with an emergency please call 911. An officer will then be dispatched to the property. Please have your proof of reservation to avoid any and all confusion.

_____ Cancellation Policy—Notice of cancellation of an event should be given to the City at least 24-hours in advance of the scheduled use of the pavilion. In the event of inclement weather, when 24-hour notice is not possible, the City should be notified of cancellations as soon as possible.

_____ Renter may not transfer the use of the facility to other groups or individuals.

_____ Additionally, if required by the City, Renter shall carry general public liability insurance covering activities on the premises with policy limits of not less than \$500,000.00 basic liability with \$1,00,000.00 umbrella liability. This policy of insurance shall be issued by an insurance carrier acceptable to Lessor, which approval shall not be unreasonably withheld and the policy shall designate Lessor as an additional insured.

I have received, read and understand the City of Newnan's Facility Rental Agreement and agree to comply. I understand that by signing this agreement, I will be held responsible for all fees and damages that may occur. The City is not liable for injuries to people or loss/damage to property belonging to individuals or groups using the facility.

Print Name

Signature

Date

City Representative Signature

Date



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Facility Rental – Event Check List (Parks):

- Place all trash in the large, rolling trash containers.
- Remove all equipment, supplies, food, and decorations.
- Sweep pavilion floor.
- If used, clean the grill and surrounding area.

Facility Rental – Event Checklist (Howard Warner Community Center and Classroom):

- Remove all trash and place in large blue rolling cans at the rear of building
- Check restrooms and remove all trash
- Clean kitchenette (refrigerator racks, warmer pans, microwave, countertops)
- Sweep and mop floors
- Remove all equipment, supplies, food, and decorations.
- Turn lights off

Facility Rental – Event Checklist (Howard Warner and Wesley Street Gym):

- Remove all trash and place in the large, rolling trash containers outside at the front of the facility.
- Check the restrooms and remove trash.
- Sweep floor.
- Remove all equipment, supplies, food, and decorations.

FOR ALL RENTALS:

10 minutes prior to leaving the facility, call the Facility Attendant at 678-633-9677 to let them know your event is over and ask them to inspect the facility and lock the door.

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Print Name

Signature

Date

City Representative Signature

Date