

## **OAK PARK COMMUNITY CENTER RENTAL AGREEMENT**

**1. Rental Fee:** The rental fee for one day is \$250.00 to be paid by cash or check prior to the activity. A custodial fee of \$50.00 is included in the rental fee. The custodial fee is refundable if the Community Center is cleaned and free of damage upon inspection by an official of the City of Oak Park. If the rental fee is paid in cash, the refundable custodial fee will be remitted on the first business day following the activity; if it is paid with a check, the deposit will be held for 15 days. **The Community Center will not be reserved until the fee is paid in full.**

**2. Clean-up:** The floors will be swept and mopped. Chairs will be placed on the tables. All trash will be removed from the building, grounds, and restrooms, and properly disposed of. Restrooms will be cleaned. All heating and air conditioning will be turned off. All water in the bathrooms, kitchen and outside mop area will be turned off. Any damage to the property will be assessed by and annotated upon final inspection of the Community Center and grounds.

**3. Inspection of the Community Center:** The Renter should inspect the building before rental and direct any issues to the City Clerk. This will insure both parties are satisfied with the clean-up of the Community Center and allow for the release of the \$50.00 custodial fee.

**4. Restrictions:** The Community Center is a "Smoke-Free Building." Smoking is permitted outside the building. Consumption of "Alcoholic Beverages" is prohibited inside the building and on the Community Center grounds. Violation of this restriction will ensure the immediate closure of the activity and will void the return of the \$50.00 custodial fee. No activities that are in violation of any federal, state, county, or city law shall be conducted in the Community Center. The City of Oak Park is not responsible for any activities conducted in the Community Center while it is rented.

**5. Key:** A four-digit PIN will be assigned by the City Clerk that shall be used on the electronic keypad to open the community center.

**6. Responsibilities:** The City of Oak Park is not responsible for accidents that occur in the Community Center, or on the Community Center grounds, during rentals. The City of Oak Park is not responsible for damage or the loss of personal property, whether stolen, misplaced, or left in the Community Center or on the Community Center Grounds. The Renter is responsible for the security of the Community Center during the rental time block. The Renter is responsible for all accidents and damage or theft of Community Center Property (Chairs, Tables, Refrigerator, Microwave, Paper Dispenser, Restroom Fixtures and Piano).

**7. Community Center Piano:** Due to the monetary investment required for up-keep and protection of our piano, anyone requesting to use the piano will assume the monetary responsibility to: Tune, Repair and/or replace said item if such damage occurs. Unless requested, said piano will remain locked and secured with the renters understanding it is not to be used.

**8. Pets:** Other than service animals, no animals are allowed inside the Community Center.

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### **Statement of Understanding**

Recognizing that the City of Oak Park allows the rental of the Community Center as a privilege and as a condition, I, the undersigned, acknowledge by **checking each box below** that I understand my responsibility as renter/lessee of the Oak Park Community Center.

1.  I have read the copy of this agreement in its entirety, and I understand that these rules apply to me, as a renter, as well as to the City of Oak Park, Georgia.
2.  I, as tenant, agree to comply fully with this agreement in its entirety. Further, I understand my responsibility for insuring minor children and/or other guests occupying the premises, must comply fully.
3.  Failure to comply with this agreement shall be deemed a breach of this agreement between the City of Oak Park, Georgia, and me, and the lease relationship may be terminated by the City of Oak Park, Georgia, after appropriate notice of non-compliance.

NAME:	
ADDRESS:	
HOME PHONE:	CELL:
REQUESTED DATE:	

**I, the undersigned, agree to follow the rules and regulations set forth in the Community Center Rental Agreement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Acknowledgement of the City of Oak Park**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_