

# Perry-Rainey Center Building Rental Agreement

\* FOR MULTIPLE DAYS, PLEASE ATTACH A SEPARATE FORM FILLED OUT\*

## Lessee Contact Information



NAME:		
BUSINESS NAME: <small>IF APPLICABLE</small>		
ADDRESS:		
CITY:	STATE:	ZIP
PHONE:	EMAIL:	
RENTAL DATE:		

**City of Auburn**  
 1369 4th Avenue  
 Auburn, GA 30011  
 Contact: Brooke Haney  
 770-963-4002 Ext.230  
 bhaney@cityofauburn-ga.org

FOR MON-THURS RENTAL USE TABLE 1  
FOR FRI-SUN RENTAL USE TABLE 2

**RATE CODE**

- NON-PROFIT/EDUCATION (N.P./E)
- AUBURN CITIZENS (A.C.)
- NON-CITIZENS (If you live outside city limits) (N.C.)

**FLOOR SELECTION**

- MAIN FLOOR BOARD ROOM
- THIRD FLOOR BANQUET HALL
- ENTIRE FACILITY

**ADDITIONAL HOURS**

\_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**OTHER FEES**

- SOUND SYSTEM- \$50
- POLICE SECURITY- \$45/hr min. of 4 hours (if alcohol is being served OR if there is more than 100 people, reservations for an officer done at the police department SEE PAGE 2)
- KITCHEN-\$50 (waived w/ entire facility)

DEPOSIT (50% of **total** fees minus police security)

<b>RENTAL TIME</b>	BEGIN:	<input type="checkbox"/> AM <input type="checkbox"/> PM	END:	<input type="checkbox"/> AM <input type="checkbox"/> PM	TOTAL DURATION: _____ HRS
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**Directions:** follow the column on the right and select the options with the corresponding tables.

WEEKDAY RENTAL FEE SCHEDULE Monday - Thursday Base Rate per 4 Hours		N.P./E	A.C.	N.C
1	Main Floor Board Room	\$75.00	\$75.00	\$150.00
2	Third Floor Banquet Hall	\$100.00	\$100.00	\$200.00
3	Entire Facility	\$200.00	\$200.00	\$400.00
4	Additional Hours	\$50.00	\$50.00	\$100.00

WEEKEND RENTAL FEE SCHEDULE Friday-Sunday Base Rate per 8 Hours		N.P./E	A.C.	N.C
1	Main Floor Board Room	\$150.00	\$150.00	\$250.00
2	Third Floor Banquet Hall	\$200.00	\$200.00	\$400.00
3	Entire Facility	\$700.00	\$700.00	\$1500.0
4	Additional Hours	\$75.00	\$75.00	\$150.00

RENTAL FEE	_____
ADDITIONAL HOURS	_____
OTHER FEES	_____
DEPOSIT DUE	_____
TOTAL DUE	_____

By signing the application below, I agree to abide by the following Terms and Conditions: In consideration for rental of the premises, I understand, and agree to follow and comply with all City policies which are incorporated herein by reference. Failure to comply with these policies will result in loss of privilege to use City facilities and will result in non return of deposit. I further understand that fundraising is not allowed on City property, and will not be using the facilities for that purpose unless I have written permission. I accept responsibility of use of the Perry-Rainey Center Building on the date(s) and hours stated on this form Agreed to by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY

Date Payment Received: _____ Security Deposit Due: _____ <input type="checkbox"/> CASH <input type="checkbox"/> CARD <input type="checkbox"/> CK# _____ Amount Remaining \$ _____ <input type="checkbox"/> CASH <input type="checkbox"/> CARD <input type="checkbox"/> CK# _____	Rental Approved By: _____ Date Approved: _____ Date of Rental: _____ <input type="checkbox"/> Posted on Calendar <input type="checkbox"/> Relay Date to Renter	Building passed inspection? <input type="checkbox"/> YES <input type="checkbox"/> NO Return Security Deposit? <input type="checkbox"/> YES <input type="checkbox"/> NO Deposit Returned: _____   Staff Initials: _____
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# Perry-Rainey Center Building POLICE OFFICER REQUEST FORM

\* FOR MULTIPLE DAYS, PLEASE ATTACH A SEPARATE FORM\*

## Lessee Contact Information



NAME:				
BUSINESS NAME: <small>IF APPLICABLE</small>				
PERSON OF CONTACT:				
ADDRESS:				
CITY:		STATE:		ZIP
PHONE:		EMAIL:		
RENTAL DATE:	TIME REQUEST:	BEGIN:	<input type="checkbox"/> AM <input type="checkbox"/> PM	END: <input type="checkbox"/> AM <input type="checkbox"/> PM
SERVER/POURER'S NAME:				
SERVER/POURER'S PHONE:				
NAME OF OFFICER REQUESTED (see line 3):				

**City of Auburn**  
1369 4th Avenue  
Auburn, GA 30011  
Contact: Lt. Henry Schotter  
770-963-4002 Ext.214  
hschotter@cityofauburn-ga.org

1. Notice that any event where there is more than 100 people in attendance and/or there is alcohol present, an on duty City of Auburn police officer is required for security, and at least one (1) additional police officer for every additional one-hundred (100) persons in attendance.
2. City of Auburn police officers are ONLY required to enforce the safety and security of the patrons and enforce any violation of city ordinance or state law. Officers are not required to assist in any other duties.
3. If a lessee has a request for a specific officer, we will try to accommodate but there is no guarantee due to scheduling. If you have a specific officer request, please list their name in the box above.
4. Security officers must be paid in full prior to the start of the event.
5. The City enforces State law regarding weapons on its properties and in its buildings.
6. The rental of Public Buildings is available to persons over the age of 18.
7. Lessees must adhere to maximum building occupancy required by **safety fire code regulation**.
8. As consideration for the use of the City Building, the undersigned agrees to indemnify and hold harmless The City of Auburn, Georgia, and its employees, officers, and agents from any and all claims and damages of any kind, including attorney's fees and expenses of litigation, relating to or arising from the undersigned's use of the Building.
9. Cancellation Policy: In order to be refunded your usage fee, the lessee must notify the Police Department at least five (5) business days prior to the event.
10. Pourer's must have a valid license from within the state of Georgia and provide a copy to the city before the day of rental.

**POLICE SECURITY** - \$45/  
hour minimum of 4 hours

**ADDITIONAL HOURS**

\_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

By signing the application below, I agree to abide by the following Terms and Conditions:  
In consideration for rental of the premises, I understand, and agree to follow and comply with all City policies which are incorporated herein by reference. Failure to comply with these policies will result in loss of privilege to use City facilities and will result in non return of deposit. I further understand that fundraising is not allowed on City property, and will not be using the facilities for that purpose unless I have written permission. I accept responsibility of use of the Perry-Rainey Center Building on the date(s) and hours stated on this form Agreed to by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

RENTAL FEE	<b>\$ 180</b>
ADDITIONAL HOURS	_____
TOTAL DUE	_____

OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY    OFFICE USE ONLY

Date Payment Received: _____ Amount Paid \$ _____ <input type="checkbox"/> CASH <input type="checkbox"/> MONEY ORDER # _____	Reservation Approved By: _____ Date Approved: _____ Date of Rental: _____ <input type="checkbox"/> Posted on Calendar <input type="checkbox"/> Relay Date to Renter	Building passed inspection? <input type="checkbox"/> YES <input type="checkbox"/> NO Did an incident occur? <input type="checkbox"/> YES <input type="checkbox"/> NO Report Filed? <input type="checkbox"/> YES <input type="checkbox"/> NO
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## TERMS AND CONDITIONS

1. The key must be picked up on the week of event during the business hours at City Hall.
2. A damage/cleanup deposit is required. At the conclusion of the event the lessee must the building in a "ready to use" condition. Remove all decorations, sweep the floors (and mop, if necessary,) wipe counter-tops, remove all garbage, take all food leftovers, turn off heat/air at thermostat, turn off all lights and return the key. The deposit is refundable if the event coordinator completes the checklist, finds the facility to be in good order and signs off on the agreement.
3. A \$35 NSF Fee is placed on each returned check.
4. A floor plan/table layout must be submitted at least one week prior to your event. If a layout is not submitted our standard layout will be set up. Do NOT move tables once they are set.
5. Please make sure that all lights are off and that all trash is in the dumpster outside. Make sure all windows and doors are closed and locked at the conclusion of your rental use.
6. No weapons are permitted on the city's properties and in its buildings.
7. The rental of Public Buildings is available to persons over the age of 18.
8. Renters must adhere to maximum building occupancy required by **safety fire code regulation**.
9. As consideration for the use of the City Building, the undersigned agrees to indemnify and hold harmless The City of Auburn, Georgia, and its employees, officers, and agents from any and all claims and damages of any kind, including attorney's fees and expenses of litigation, relating to or arising from the undersigned's use of the Building, except only those claims arising from the sole negligence of the City and it's employees.
10. Cancellation Policy: In order to be refunded your deposit and usage fee, the lessee must notify the Parks and Leisure Department five (5) business days prior to the event.
11. Alcoholic Beverages: Lessees and all guests shall obey all applicable laws of the State of Georgia and the City if alcoholic beverages are to be consumed on the premises. It is strictly prohibited to sell alcoholic beverages on the premises except as allowed for by applicable law. It is strictly prohibited for any alcohol to be served or furnished to or by any persons under the age of 21 years of age.
12. Release of Liability: In consideration of the use of the premises, the User hereby releases and holds harmless the City of Auburn, their officials, officers, board members, employees, or representatives from any liability or responsibility for any damages to the person or property of User, User's guests, invitees, or other persons, arising out of or in any way connected with the User's use of the premises. User agrees to indemnify the City of Auburn for any costs or damages to any person or any person's property arising out of or connect in any way with the User's use of the premises and further agrees to pay all costs of defense, including attorney's fees and court costs, incurred by the City of Auburn or their officials, officers, board members, employees or representatives.
13. No Smoking: No smoking or use of tobacco products is allowed on the premises.
14. Use of Equipment: Lessee shall be allowed to use the equipment, tables and chairs on the premises, but the equipment, tables and chairs shall not be removed from the premises.
15. Hours of Operation: All weekend events shall begin no earlier than 7:00 A.M., and shall end and empty of all persons no later than 12:00 A.M. Weekday events shall begin no earlier than 8:00 A.M., and end no later than 10:00 P.M.
16. Decorations: User shall not use any wall decorations of any kind. Only table and floor decorations are permitted.
17. Damaged Premises: User agrees to pay the full cost of any repairs deemed necessary in the sole discretion of the City of Auburn for any damages caused by the User or its guests or invitees or by any other person in connection with the event. User accepts the premises in their current condition, as is, and agrees that they are fully suited for the purpose of the event.
18. General Conditions: The premises shall not be used in violation of any regulation of law or any governmental body nor in any manner to create any nuisance or trespass, nor in such a manner as to endanger the construction capabilities of the premises. The lessee, its guests and invitees shall use the parking area adjacent to the premises. The premises shall not be used in any manner to hinder or obstruct the activities of other occupants of the Community Center or the public.