



# City of Friendsville

## *Community Center Rental Agreement*

### POLICIES AND PROCEDURES

The City of Friendsville Community Center is located at 105 Homecoming Circle Friendsville, TN 37737. These community facilities are available for reservation, rental and use by residents and property owners of City of Friendsville, as well as by the general public. This agreement must be completed in advance and accompany signed policies and procedures form before reservation will be secured.

- Hours of operation for the community room will be available from 8:00am to 10:00pm, seven days a week. No use outside these designated hours is permitted without the approval of the Commissioners, and/or Mayor of Friendsville. All persons must be exited from the room by the contracted time. This includes guests, contracted services and renter. Rentals must be completed by 10:00 pm. A City of Friendsville will be present during all events.
- Official City business meeting and other City functions will be given priority in the reservation of the meeting space in the community room. All other request for reservation of this facility will be handled on a first-come, first-served basis. All City residents and property owners will be charged for the use of the community center according to the City of Friendsville current fee schedule. All other request from those who reside outside the city limits will be charged for the use of the community center at a slightly higher fee rate. Any request for use of the facility without payment of the regular fees will be addressed by the Commissioners, and/or Mayor of Friendsville on a case- by-case basis.
- Reservation for Community Center must be reserved by completing the “Community Center Reservation and rental application” and submitting it to the administrative office at City Hall. Reservations will be accepted up to six (6) months in advance. **NO RESERVATION WILL BE CONFIRMED UNTIL THE APPLICATION AND DAMAGE DEPOSIT FEE ARE RECEIVED IN THE OFFICE AND THE PROPOSED USE HAS BEEN APPROVED.** The individual signing the form will be held responsible for all clean up fees, damages and all costs associated with collecting those fees. Applicants must be age twenty-one (21) or over.
- Refreshments, box lunches or simple meals may be served. Refreshments supplies such as cups, containers, paper goods, tea and coffee are **NOT** provided by the City.
- Decorations can be used. No tape, or pins **WILL NOT BE ALLOWED ON WALLS**, Tape can be used on windows, tables and ceiling. Use of Glitter or other Graffiti type decorations on floors and tables is discouraged. It is the renter’s responsibility to remove ALL remaining partials from the tables, chairs and floor.
- Please do not put any type of substances (baby powder, floor wax, or any other substance) on the floor to improve dancing. Use of candles is prohibited. Tables and Chairs are to be taken down and placed neatly against walls, floors will be swept and mopped before leaving the building.
- Renter is responsible of removal of their trash. **ALL SETUP AND CLEANUP MUST BE ACCOMPLISHED WITHIN THE TIME PERIOD FOR WHICH THE ROOM IS RENTED.** If it is necessary for the City staff to clean up following a rental, the organization making the reservation **WILL BE CHARGED** according to the current schedule of fees found on the fee schedule.
- Children must be supervised at all times. Children are not permitted to enter rooms not contracted on rental agreement.
- Applicant is responsible for all damages incurred to the facility during the rental. Pending no damages to the room or facility and no violation of the contract, the deposit will be refunded within 14 business days after the rental. Refund will be mailed to the address on the contract. If damages exceed the deposit amount, renter will be billed.
- Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result in event being shut down.
- Smoking is not permitted anywhere inside the building. Occupancy of the rental area later than stated on the contract will result in additional fees. These fees will be deducted from the deposit or assessed to the renter.

- NO Alcoholic** beverages will be allowed on the premises.
- All items that have been brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time.
- Neither the City of Friendsville, nor their employees can be held responsible for any item left at the facility by either the renter or persons/ companies providing the service and/or equipment for the rental party. Items for functions cannot be stored overnight. **ANY INDIVIDUAL OR GROUP HOLDING A MEETING IN THE TOWN HALL MUST RELEASE, INDEMNIFY, AND HOLD HARMLESS THE CITY OF FRIENDSVILLE, THEIR OFFICERS, AGENTS AND EMPLOYEES FROM ANY AND 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 RENTAL.**
- Denial of Community Center privileges can result in failure to abide by the City’s community center policies and rules of conduct may result in the cancellation of, or refusal of future reservations.

The undersigned hereby assumes personal and individual liability of himself and on behalf of Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. The undersigned will leave the facility in a condition as good as, or better than, originally found. The undersigned personally and individually on behalf of the applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage. In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged additional rental fee and/or asked to vacate the premises by the facility staff and/or the Blount County Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.

I/We \_\_\_\_\_ agree to defend, indemnify and hold harmless the City of Friendsville, its elected or appointed officials, commission members, agents, employees, and volunteers (hereby collectively referred to as “City”) from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the City of Friendsville by reason of any damage property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, excepting however, claims arising from the sole and unequivocal negligence of the City.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



## Friendsville Community Center

Name \_\_\_\_\_ Date of Rental use \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Rates

per hour, with a minimum of two (2) hours \$25.00

all day with hours from 8:00am - 10:00pm \$100.00

### Reserve Fee

To reserve the date, you must pay for the building upfront. No refund will be allowed for cancellations, you will only be able to change the date.

Can be paid by check, money order and/or cash

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