

COMMUNITY CLUBHOUSE LEASE

Leased By: _____

Date of Function: _____

Type of Function _____

Number of People _____

Clubhouse can be entered at 6:00 AM and must be vacated by 1:00 AM of the day leased.

Clubhouse must be cleaned per rules and regulations before you leave. It cannot be left to the next day.

Name _____

Name _____

Address _____

Address _____

City _____

City _____

Phone _____

Phone _____

Deposit \$250

Pd on _____

Receipt # _____

Rent \$150

Pd on _____

Received By _____

NON CITY \$200

Pay rent downstairs, at cashier's window. Bring receipt upstairs to pick up your key.

This is to certify that I have been provided a copy of the regulations pertaining to the use of the Community Clubhouse and that I do understand these regulations and agree to abide as so stated. I understand that failure to comply with ALL of these regulations could result in the forfeiture of my deposit as well as any future use of the facility. I also understand that I will be held responsible for any damages that may occur that are in excess of the deposit.

If the date you have reserved is on the weekend, the key must be picked up before noon on the Friday before. The key cannot be picked up on weekends or nights. Our office hours are Monday thru Friday, between 8 & 12 a.m. and between 1 and 5 p.m.

Signature _____

Date _____

Clubhouse Representative _____

Date _____

Deposit Refunded

Amt _____

Date _____

Ck _____

Deposit Rollover to _____

Key # _____

COMMUNITY CLUBHOUSE REGULATIONS

SECURITY DEPOSITS ARE \$250.00 made payable to the Community Clubhouse, paid before date can be reserved. RENT is \$150.00 CITY RESIDENTS AND \$200.00 NON CITY RESIDENTS payable to the City of Cordele at Customer Service Window prior to picking up key.

1. All arrangements for use of the Community Clubhouse will be made by contacting the Community Development Department at City Hall (229 276-2915).
2. City and County governmental organizations will be extended the privilege of scheduling regular meeting dates on an annual basis when applicable.
3. The deposit must be paid at the time of scheduling to insure the use of the facility. Deposits will be refunded unless there are damages to the premises and/or janitorial fee. The person or organization leasing the Clubhouse will be responsible for any cost incurred above the amount of the deposit. Deposits will be refunded within thirty (30) days after the event.
4. All keys must be picked up no later than noon on the business day preceding the scheduled function (rent is paid downstairs at the cashier's window at this time) and must be returned on the morning of the first business day after the function. A Late Fee of \$5.00 per day will be deducted from the deposit. Failure to return the key in a timely manner could result in the forfeiture of the deposit as well as any future use of the facility.
5. Written notice of cancellation must be received at least five (5) days prior to the scheduled function or the deposit will be forfeited, except in case of death or serious illness.
6. Parties for children and youths MUST BE CHAPERONED BY PARENTS OR OTHER RESPONSIBLE ADULTS (25) YEARS OF AGE OR OLDER and they will supervise the activity from PREPARATION TO CLEAN UP AND LOCK UP.
7. No ALCOHOLIC BEVERAGES OR DRUGS may be brought on the premises or grounds at anytime.
8. If decorating nothing can be nailed, taped, pasted, staples, etc., to the walls, floors, windows or ceiling of the Clubhouse. If using candles, "drip catchers" MUST be used under EACH CANDLE. If wax is found, there will be a \$10.00 deduction from deposit.
9. NO SMOKING allowed INSIDE the Clubhouse or ON THE CLUBHOUSE GROUNDS. Failure to adhere to this regulation could result in loss of a portion or all of the deposit.
10. Cooking on the stove (or in the oven) in the kitchen is the only cooking allowed in the Clubhouse. Cooking is allowed outside on the Clubhouse grounds (grills, fish fryers, etc.) provided that ALL EQUIPMENT AND COOKING IS LOCATED FIFTY (50) FEET FROM ANY PART OF THE BUILDING, in an area where grass, trees, etc., will not be damaged, with no grease being allowed to drip on the premises.
11. The Piano in the Clubhouse is owned by the Rotary Club and CANNOT be used without their permission.
12. The Clubhouse will be CHECKED BEFORE AND AFTER each group that used it by a representative of the Community Clubhouse Board of Directors and the condition will be reported to the Community Development Department. If damage, etc., is found on the premises, building, equipment, grounds or if the Clubhouse is not cleaned, the return deposit will be decreased by the amount of damage.

DO NOT REMOVE PICTURES FROM WALLS.

13. The Clubhouse **MAY NOT BE ENTERED BEFORE THE TIME SPECIFIED** on the lease agreement and must be vacated by the time indicated on the lease agreement, unless different arrangements are made with the Clubhouse Coordinator (Rita Bass) at the time you pick up the key.
14. Any exceptions or changes to the policies outlined above must be approved by the Cordele Community Clubhouse Committee in meeting.

CLEAN UP WILL INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING:

1. Tables and Chairs must be put away as found.
2. Sweep the floors and mop areas where needed. Clubhouse **WOOD FLOORS WILL NOT BE WASHED JUST DRY MOPPED, ANY SPILLS WILL BE IMMEDIATELY WIPED AND AREA SHOULD BE CLEANED WITH A DAMP CLOTH.**
3. All **TRASH** (kitchen, restrooms and meeting room) must be disposed of properly in trash cans provided inside. When your function is over, all trash must be disposed of in trash carts provided outside. We will provide plastic bags to be used in lining the trash cans inside the building.
4. Toilets must be flushed and cleared and bathrooms wiped clean, as well as anything in waste baskets emptied into the **outside TRASH** containers.
5. Kitchen counters and sink must be cleaned and free of stains.
6. Stovetop and oven must be left clean. **MAKE SURE STOVE AND OVEN ARE NOT LEFT ON.**
7. All foods must be removed from the refrigerator and small freezer and disposed of properly. Food spills, crumbs, etc., inside and outside of the refrigerator and freezer must be cleaned up.
8. Thermostat – If you change the thermostat **reset at original temperature, \$25.00** will be deducted from your deposit if this is not done.
9. **TURN OFF ALL LIGHTS.**
10. Lock all doors, including inside doors, upon leaving.
11. If, upon entering the building, damages are noted, immediately notify the Community Development Department (276-2915) to file a report. If it is after office hours, notify the Police Department to file a report. (276-2921). Otherwise the user will be charged for the damages.
12. It is the responsibility of the user to insure that all of the doors and windows are secured and locked. The Clubhouse will be checked before and after use. Failure to properly secure the Clubhouse in accordance with the regulations will result in a **\$25.00** fee being deducted from your deposit.
13. Contact Persons Are: From 8:00 A.M. to 5:00 P.M., Monday through Friday: **Rita Bass 276-2915.**
All other times Contact Persons are:

Marty Rountree 322-2019
Rhyne Christian 273-4034