

**City of Warwick**  
**111 Dogwood St.**  
**Warwick GA 31796**  
**Office Hours: Monday-Friday 8-5**  
**Ph: 229-535-6256 F: 229-535-4167**

## ***COMMUNITY CENTER USE AGREEMENT***

\_\_\_\_\_, will enter into an agreement with the City of Warwick for the use of the Community Center.

A deposit fee of \$100.00 is required. After the community center is inspected and if any problems are found, then an additional cleaning fee will be charged.

All property in the Community Center is the property of the City of Warwick. The City of Warwick has the say in all matters concerning use of the property.

We will use the Community Center on the following date(s) & time(s)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

This agreement is the only for the dates and times listed above.

This agreements is entered into on \_\_\_\_\_ 20\_\_

The City of Warwick is not responsible for any liabilities while the Community Center is under lease.

I acknowledge that I have received the COMMUNITY CENTER USE AGREEMENT RULES& PRICE SHEET:

I understand that is my responsibility to read and comply with this policy. I further understand that I should consult the Warwick City Clerk's office regarding any questions raised by this policy and not answered by the Use Agreement & Rules.

\_\_\_\_\_

\_\_\_\_\_

Lessee Schedule

Lessee Phone Number

\_\_\_\_\_

\_\_\_\_\_

City of Warwick Official

Date

\*\*\*\*\*Office Use Only\*\*\*\*\*

Deposit Fee Received: \$ \_\_\_\_\_ Renter Fees Received: \$ \_\_\_\_\_

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

<b>Rental Fees</b>	<b>Fees</b>	<b>Fees</b>	<b>Fees</b>
<b>Key Deposit / Key Replacement</b>	Deposit=\$ 25.00	Replacement=\$ 125.00 to \$300.00	
<b>Deposit</b>	\$100.00	\$100.00	\$100.00
<b>Rental fee (for 6hrs) Maximum One Day Only (Close @ 8pm) Choose:</b> (11:00-5:00) (12:00-6:00) (2:00-8:00)	\$75.00		
Rental Fee (Full-day)	(1)\$175.00	(2)\$225.00	(3)\$300.00
Additional Clean-up fee / Damage	\$85.00-\$150.00	\$85.00 - \$150.00	\$85.00 - \$150.00
Community Events	No Charge	No Charge	No Charge
Government Employees	No Charge	No Charge	No Charge
City Employees / No Deposit	\$100.00	\$150.00	\$200.00
Non-Profit Church etc. / No Deposit	\$100.00	\$150.00	\$200.00
Re-Past One Day Only / No Deposit	\$100.00 (Daily)		

- **Additional cleaning fees may be charged if the room is left unclean or trash on the grounds outside the facility**
- **Due to COVID-19 and SOCIAL DISTANCING only 50 people may attend a function at any given time inside the COMMUNITY CENTER.**

**\*\*\* NO ALCOHOLIC BEVERAGES ALLOWED ON PREMISES\*\*\***

## ***COMMUNITY CENTER USE AGREEMENT RULES***

1. The rental fee for the Warwick Community Center is detailed on the Warwick Community Center Lease Agreement.
2. Scheduling for the facilities shall be administered by the City Clerk to the public as long as it does not interfere with the City Council or the Courts schedule.
3. Prior to the time of renter's occupancy of the Community Center, The City Clerk, City Council Representative or Secretary shall do a walk-through of the building with renter. The renter of the Community Center should leave the center in same condition as prior to the time of occupancy by the renter; the city will refund within five (5) to ten (10) business days a \$100 dollars to the renter. Should the building or grounds require any cleaning by the City or if there is any damage to the building, tables, chairs, or any other property or equipment owned by the City of Warwick, renter shall forfeit all of rental fee and shall be liable for the cost of any damages over and above the amount of one hundred (\$100).
4. **NO ALCOHOLIC BEVERAGES** shall be allowed on the premises. Anyone violating this policy shall be escorted from the Community Center by the Warwick Police Department. Should the renting entity in any way sponsor the use of alcoholic beverages, the event shall be closed by the Warwick Police Department and the renter shall be prohibited from any future use of the building.
5. **NO SMOKING, NO GLITTER OR SEQUINS**
6. **TRASH NOR GARBAGE** should not be left inside the facility. It should be deposed in the trash can outside the kitchen entrance.
7. Stationary furniture and equipment is not to be moved. Moving can result in the loss of your deposit and rights to use the Center
8. We have windows with blinds and there should be no taping windows or walls, unless approved by the City Clerk or Council Representative. .
9. **Tables and Chairs should be wiped clean and put away in a manner as directed by the City. Spills must be cleaned up properly and floor cleaned. Restrooms must be left clean. There are \_\_\_ Chairs \_\_\_\_\_ long tables, and \_\_\_\_\_ round tables.**
10. All rental fees shall be paid two weeks prior to the use and occupancy of the facilities. **Deposit Fees are non-refundable.** You may **change the event date once with the approval** of the City Council and the Community Center Representative approval.
11. All government agencies are exempt from the fee requirements; provided, however, the agency shall be responsible for any clean-up or maintenance necessary arising from the use of the Community Center. The city employees are exempted from paying a deposit for the use or occupancy of the Community Center.

- 12. The Building must be vacated and locked by 9 p.m. on Sunday thru Monday events and 11 p.m. on Friday and Saturday only. If this rule is violated the renter will be prohibited from future use of the Community Center. The keys shall be placed in the drop box in front of City hall by 9:00 a.m. on the following work day.**
- 13. Reservations will be taken no more than one year in advance.
- 14. A contract must be executed and fees must be paid at least two week in advance.
- 15. Groups using facilities are responsible for set up, break down and cleaning {includes sweeping and mopping entire area) during the time reserved. If the department representative deems the facility unclean, a \$75.00 fee will be assessed to cover all cleaning costs.
- 16. The person signing the contract will be responsible for adhering to all rules and regulations. Any infraction or failure to comply with the rules will result in the withdrawal of all privilege regarding City of Warwick Community Center.**
- 17. The Mayor and City Council of the City of Warwick reserve the right to make further requirements of the renter on a case by case basis as determined by and in the absolute discretion of the Mayor and Council.**
- 18. There will be a 40.00 service charge on all returned checks. Cash payments is required for service charge and the returned checks
- 19. Do not adjust air conditioning and/or heating temperatures, they have been set to provide comfortable yet cost efficient operation.**

I have read and understand the above rules and agree to abide by them.

\_\_\_\_\_  
 Tenant Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Tenant Signature

\_\_\_\_\_  
 City Representative