

Northside Community Building Rental Agreement

Grainger County Parks and Recreation Department

P.O. Box 230, Rutledge, TN 37861

(865) 828-9900 (865-828-9933 Fax)

graingerparksandrec@frontier.com

Hours of Operations: 8 a.m. to 10 p.m. (unless special arrangements are made)

This Agreement, made on _____, 20____, between Grainger County Parks and Recreation Department (GCPRD) and

Name: _____ Organization Represented: _____

Mailing Address: _____

Telephone: _____ Cell phone: _____ Email: _____

Who, from this point on, will be called "Lessee." It is understood and agreed that the term "Lessee" will refer to the person representing the family, organization, or group that is renting the Northside Community Building.

Event Information

Is your occasion a community service, birthday party, wedding or reception, reunion? (please specify)

Event Date: ____ / ____ / _____

(Specify event)

Total estimated number in group _____ (Maximum 250 people)

Rental Information

- > Deposit \$50.00
- > Rental Fee \$50.00
- > TOTAL \$100.00

For Office Use Only

| | | |
|---------------------|-------------------|-----------------|
| Date Rent Received: | Rent Received: \$ | Payment method: |
|---------------------|-------------------|-----------------|

| | | |
|--|-----------------|--------------------------|
| Date Deposit Received: | Payment method: | Date Deposit Reimbursed: |
| Reason, if Deposit was not reimbursed: | | |

Initial

Rental Procedures and Fees

All reservations can be made at the Grainger County Parks and Recreation office or by mail. All reservations will be on a first come, first served basis. Rentals are not finalized until payment is received and cleared. All rental fees must be received 10 days prior to the rental date, or the Grainger County Parks and Recreation Office will consider the reservation cancelled.

- \$50.00 per day rental fee.
- \$50.00 damage deposit required for ALL renters and users. Damage deposit can be held for recurring rentals.

Pre-approved community service and charitable groups using the building for community service purposes are not charged a rental fee but must have an initial "Rental Agreement" with GCPRD and submit a damage deposit.

Special charitable fundraising events—such as pie suppers, fire department dinners, or other community-centered benefit events—may not be charged a fee, at the discretion of GCPRD but must submit a damage deposit. Educational programs for the community, or health-related programs, may not be charged a fee, at the discretion of GCPRD. Organizations with a profit motive or commercial agenda will not be considered as service groups and will not have access to the community building.

If you have any questions, please call (865) 828-9900 or email: graingerparksandrec@frontier.com. There will be a \$30 fee for any returned checks.

The Lessee must show a receipt that indicates that the rent and deposit have been paid before the building will be opened.

Note: A GCPRD authorized representative may enter the building during any function, for any reason, at any time.

Payment and Cancellation Policy

Reservations will not be final until a signed contract with the minimum rental payment and the \$50.00 damage deposit is received. Please make checks payable to: Grainger County Parks & Recreation Department.

Damage deposit will be fully refunded if upon inspection of the premises the following conditions are met (please note that reimbursement of payments may take up to 30 days, depending upon the County's payment schedule):

- The building and premises have been cleaned and tables and chairs returned to carts
- All decorations and signage have been removed
- No damage to the building or its contents has occurred

A payment will not be reimbursed if these conditions have not been met. If a person or organization violates any of the rules outlined in the Rules and Regulations section, or any other provisions outlined in this agreement, the organization will not be allowed to use the community building again and may be assessed damage charges for any misuse. Payment reimbursement in such cases will be considered on a case-by-case basis by the GCPRD. Damage fees may also be assessed, if applicable.

A deposit will not be reimbursed if a cancellation is made less than two (2) weeks before a scheduled event. However, if the cancellation is due to unusual circumstances (for example, a death in the family), deposit reimbursement will be considered on a case-by-case basis by the GCPRD.

Please fill out, initial, sign, and mail in pages 1 and 2 with payment. A receipt will be returned.

Cleaning Procedures

These procedures must be followed to ensure that you will have your damage deposit returned.

1. Place all waste in bag lined trash cans and take bags with you upon leaving.
2. Remove all perishable food/drink items refrigerator and building and take them with you.
3. Wash and dry all dishes used before returning them to cabinets.
4. Please clean up any excessive messes in restrooms.
5. Wipe off all tables, countertops, sinks and water fountain with cleaning solution.

6. Sweep floor with “dust mop” and use smaller broom and dust pan to dispose of debris.
7. Add a small amount of mopping solution to mopping bucket and fill with hot water.
8. Use “wet mop” to mop all dirty floors including restrooms and large room if used.
9. Rinse and wring out “wet mop” with mopping bucket and clean water until no more water or dirt can be removed.
10. Hang or lean mop up for drying.
11. DO NOT USE “DUST MOP” FOR WET CLEANING.
12. DO NOT LEAVE “WET MOP” SOAKING WET OR IN BUCKET OR DRAIN SINK.
13. When leaving, make sure all doors are locked.