

## Columbus-Lowndes Recreation Authority

### Facilities Available For Rent

**This is an estimated number of tables & chairs at each facility  
(Tables & Chairs are a courtesy and are not a part of the rental fee)**

*(NO ADDITIONAL TABLES OR CHAIRS WILL BE PROVIDED)*

<i>Community Buildings (Maximum Legal Occupancy Content)</i>	Estimated Tables	Estimated Chairs	Rental Fee	Clean Up Deposit	Total Due Upon Contract Signing
Charles Chambry Community Center (250)	25	200	\$150.00	\$150.00	\$300.00
Caledonia Community Center (250)	25	200	\$150.00	\$150.00	\$300.00
New Hope Community Center (250)	25	200	\$150.00	\$150.00	\$300.00
Anderson Grove Community Center (250)	25	200	\$150.00	\$150.00	\$300.00
Townsend Community Center (250)	25	200	\$150.00	\$150.00	\$300.00
Sim Scott Community Center (250)	25	200	\$150.00	\$150.00	\$300.00
Crawford Community Center (250)	25	200	\$150.00	\$150.00	\$300.00
Sandfield Community Center (155)	12	96	\$125.00	\$150.00	\$275.00
Artesia Center (106)	10	80	\$100.00	\$150.00	\$250.00
Plum Grove Center (106)	10	80	\$100.00	\$150.00	\$250.00

### **FACILITY RENTAL CONTRACT**

- ◆ **Saturday & Sunday Rental Periods are from 8:00am until 12:00midnight  
(except Sandfield Rental Periods are from 8:00am until 10:00pm)** \_\_\_\_\_ Initial
- ◆ **All Monday through Friday rental periods are from 6:00pm until 12:00midnight  
(except Sandfield Rental Periods are from 6:00pm until 10:00pm)** \_\_\_\_\_ Initial
- ◆ **The Lessee shall not enter the premises until the rental period** \_\_\_\_\_ Initial

In consideration of the provisions set forth below and the mutual promises and covenants hereinafter contained, these parties agree and covenant with and unto each other as follows:

- ◆ **This Facility Rental Contract shall apply to all citizens, civic organizations, outside agencies, churches, political parties or affiliations and community organizations of the City of Columbus, County of Lowndes, State of Mississippi and the United States.** \_\_\_\_\_ Initial
- **Rental Fee & Refundable Cleaning Up Deposit** \_\_\_\_\_ Initial
  - The Lessee shall pay a facility rental fee and a \$150.00 refundable cleaning fee at the time the facilities are reserved.
  - The \$150.00 cleaning fee will be refunded approximately two (2) weeks after an inspection of the rented facilities substantiates the facilities have been cleaned by the Lessee and restored to the original state the facilities were in before being used by the Lessee. This includes the Lessee picking up their trash inside and outside of the facility, washing/wiping down tables and chairs, returning and stacking tables and chairs to their original location.
  - The rental fee shall be paid in cash or money order **ONLY**, if the rental date is within 30 days of the rental contract.
  - **The following are some reasons the clean up deposit may not be refunded:**
    - 1.** If it is reported or discovered that Lessees are in the facility after the rental periods.
    - 2.** Facility is not cleaned
    - 3.** Tape, nails, tacks, staples, paper or decorations are discovered on walls, ceiling or wood; inflatables were inside the building
    - 4.** Trash is not picked up
    - 5.** There is any damage or alteration to the facility
    - 6.** Food, beverages, equipment or floral arrangements are left in the facility.

**7.] The Lessee is not present for final inspection when the Security Personnel closes the building after the Lessee's function is over.**

- **Cancellations** \_\_\_\_\_ Initial
  - The facility rental fee may be refunded up to 2 weeks prior to the rental date if the Lessee notifies the Authority that the rented facility will not be utilized on the rented date.
- **No Tobacco, Alcoholic Beverages & Drug Use** \_\_\_\_\_ Initial
  - The Lessee shall not allow the usage or consumption of any alcoholic beverages or any illegal drugs on said facility premises.
  - All CLRA facilities are smoke free- No smoking inside the facilities.
- **Sublease & Damage** \_\_\_\_\_ Initial
  - The Lessee shall not assign or underlet the said facilities or any part thereof.
  - The Lessee shall be responsible for all expenses and charges incurred in repairing said facilities should any destruction, damages, or losses occur during the said rental period.
  - The Lessee shall not suffer or commit any waste of the facilities, or make any unlawful, improper, or offensive use of same.
- **Alteration of Facilities** \_\_\_\_\_ Initial
  - The Lessee shall not make or permit to be made any alterations, additions or changes to said facilities.
- **Minors & Adult Supervision** \_\_\_\_\_ Initial
  - The Lessee shall be 21 years of age or older and shall be responsible for providing adult supervision for any minors in or on said facilities.
- **Personal Property** \_\_\_\_\_ Initial
  - All personal property on said facilities' premises shall be at the sole risk of Lessee. No risk of, or damage, or loss from fire, theft, burglary or act of God and no risk resulting of strike, riot, insurrection, rebellion, war or the act of public enemy, or from any other order of requisition of governmental authority or from any cause except from the Authority's own negligence shall be borne by the Authority.
- **Lights & Electrical Supplies** \_\_\_\_\_ Initial
  - The Lessee shall be responsible for turning off said facilities lights and electrical supplies at the conclusion of said facility usage.
- **Rental Periods & Entering Facilities** \_\_\_\_\_ Initial
  - The Lessee shall not enter the premises until the rental period.
  - Saturday and Sunday rental periods are from 8:00am until 12:00midnight, except Sandfield rentals from 8:00am until 10:00pm. All Monday through Friday rental periods are from 6:00pm until 12:00midnight.
  - The Lessee wants the building open at the following time on the day of the rental:\_\_\_\_\_.
  - It is the Lessee's responsibility to meet the Security Personnel at \_\_\_\_\_ which is the agreed time between Lessee and Security Personnel for opening of the rental facilities.
  - There will be a late fee of \$50.00 (this fee will be taken from the Clean Up Deposit) should the Lessee not meet the Security Personnel at the above agreed time of opening.
- **Set Up & Clean Up** \_\_\_\_\_ Initial
  - **Decorations:** The Lessee is responsible for taking down all decorations. Decorations are limited to tables, windows and glass areas only. **NO tape, nails, tacks, staples, paper or any kind of decorations are allowed on walls, ceiling or wood. NO inflatables or jumpers are allowed in the building.** Decorations can be put up during the rental period only and not the day or night before.
  - **Floor:** The Lessee is responsible for sweeping and wet mopping the facility floor to ensure it is left in the same condition as before the rental began.
  - **Kitchen & Restrooms:** The supplies and equipment in the kitchen are NOT for general use. The kitchen area must be left in the condition it was found. Sinks, stoves and counters should be wiped down and garbage, trash, food and utensils removed.
  - **Tables & Chairs:** The Lessee is responsible for washing/wiping down the facility tables and chairs before returning and stacking to their original location.

- *Storage*: Storage is not available either before or after the rental period. This includes food, beverages, floral arrangements, equipment, etc
- *Trash*: The Lessee shall be responsible for removing any trash accumulated during the rental period to said facility trash containers.
- The Lessee must be present with the Security Personnel for a final inspection when the facility is closed after the Lessee's function is over.
- **Tables & Chairs** \_\_\_\_\_ Initial
  - **THE CLRA DOES NOT PROVIDE TABLES & CHAIRS FOR THE LEGAL OCCUPANT CONTENT.**
  - There are an estimated number of tables and chairs that may be at each facility (tables and chairs are a courtesy and are not a part of the rental fee).
- **THE CLRA SHALL NOT PROVIDE ADDITIONAL TABLES & CHAIRS TO SAID FACILITY (THERE ARE NO EXCEPTIONS).**
- **CLRA Responsibilities** \_\_\_\_\_ Initial
  - The Authority shall be responsible for cleaning said facility prior to the rental period.
  - The Authority shall be responsible for providing the Lessee access to said facility.
  - The Authority shall be responsible for making available the inventoried furnishings of said facility (such as kitchen appliances, HVAC units, restroom supplies, lighting, garbage cans, etc).
  - The Authority shall be responsible for providing Security Personnel to open and close said facility during the rental period.
- **Contract**
  - A signed contract must be executed at the time the rental fee is paid. If any part of the contract is not fulfilled, the rental fee will be lost & the Lessee may not be allowed to rent Authority facilities in the future.

This contract, entered into this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_\_, between the

Columbus-Lowndes Recreation Authority, hereinafter called the Authority and

\_\_\_\_\_ Lessee's Name

Hereafter called the Lessee for the said following Authority facility:

(Mark the Community Center facility you wish to rent):

- SANDFIELD- 617 Oak Street
- ARTESIA- 46 South Front Street
- PLUM GROVE- 54 West Minnie Vaughn Road
- SIM SCOTT- 909 20<sup>th</sup> Street North
- NEW HOPE- 381 Stadium Road
- ANDERSON GROVE- 850 Anderson Grove Road
- CRAWFORD- 753 ML King Street
- TOWNSEND- 826 15<sup>th</sup> Street South
- CALEDONIA- 205 South Street
- CHARLES CHAMBRY- 824 Blalock Road

Said facility (the above community center is to be rented for the following function):

\_\_\_\_\_
Type of Function (reunion, wedding, reception, banquet, repass, etc.)

The Authority hereby lets, leases and demises that certain facilities owned by the Authority listed above
unto the Lessee for a period beginning on (day & date) \_\_\_\_\_
and ending on (day & date) \_\_\_\_\_,
unless sooner terminated as hereinafter provided for.

A rental fee to be paid by the Lessee to the Authority on the \_\_\_\_\_ day
of \_\_\_\_\_, 20\_\_\_\_\_, in the sum of \$\_\_\_\_\_.

Lessee Name \_\_\_\_\_

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

Lessee Mailing Address \_\_\_\_\_

Lessee City, State & Zip \_\_\_\_\_

Lessee Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Emergency Phone) \_\_\_\_\_

Columbus-Lowndes Recreation Authority Staff Member Signature

Date

**A VALID COPY OF LESSEE'S DRIVER'S LICENSE or STATE ISSUED I.D. IS REQUIRED BEFORE EXECUTION OF THIS CONTRACT.**

**YOU SHOULD HAVE A COPY OF THIS CONTRACT WITH YOU ON THE DATE OF THE RENTAL IN THE EVENT OF EMERGENCIES OR FACILITIES PROBLEMS- The following CLRA staff and Security Personnel phone numbers are provided for you in the event of an emergency or problem:**

Tony Stewart (CLRA)- 662-251-4012
W.C. Bland (CLRA)- 662-251-4011
Larry Williams (CLRA)- 662-242-3877
Chanda Williams (CLRA)- 662-251-4074

Maintenance Issues
Maintenance Issues
Security Issues
Security Issues

Receipt# \_\_\_\_\_

Check# \_\_\_\_\_

Check Amount \_\_\_\_\_

Cash Amount \_\_\_\_\_