

## **WORTH COUNTY COMMUNITY CENTER PACKET**

**Worth County Community Center  
1310 N. Monroe St.  
Sylvester, Ga 31791**

Please read and complete packet for the rental of the Worth County Community Center.

Complete the application, please fill in all spaces and sign all documents. A copy of the renter's driver's license is required (must be a Worth County resident). If any questions, please feel free to ask during your rental process.

**NOTE:** There is one (1) form and two (2) signature pages to be completed for the rental of the Worth County Community Center, the application, contract, and checklist. Payment for the rental and deposit is due at the time of rental (application process) unless other arrangements are made. There should be two (2) separate payments; one (1) for the rental and one (1) for the deposit. The deposit is held (unless paid in cash form) until after your event and post-inspection have been completed. If you pay in cash, please allow seven (7) business days for the return of your deposit, because a check must be cut and signed by (2) Commissioners; however, if you pay your deposit with a check, your check will be voided and returned to you after post-inspection. For split payments a deposit is required to reserve the building and the rental fee will be due two (2) weeks prior to your event. If rental is not paid two (2) weeks prior to your event it can jeopardize the day requested and rented to someone else. Worth County Board of Commissioners will deduct fifty dollars (\$50.00) from your deposit. If you cancel your event, please cancel at least two (2) weeks prior, otherwise there will be a fifty-dollar (\$50.00) charge for holding the building. If you rent the building for early access or for more than one (1) day, anything left in the building, the County will **NOT** be responsible.

### **CONTACT INFORMATION:**

Heather Bell  
229-776-8200  
Monday – Friday 8 A.M. to 5 P.M.  
201 N Main St. Suite 30  
Sylvester, Ga 31791

**In case of a non-emergency please contact the Worth County Fire Department at 229-776-8223. In case of an emergency please call 911.**

## **WORTH COUNTY COMMUNITY CENTER INVENTORY**

- **26 5ft-Round Tables**
- **23 8ft- Long Tables**
- **3 6ft- Long Tables**
- **1 5ft- Long Table**
- **375 - Chairs**
- **20 - Padded Chair**
- **2 - Warming Tables**
- **1 - Cold Table**
- **1 – Stainless Table**
- **1 - Ice Machine**
- **1 – Refrigerator/Freezer**
- **1 – Warming Oven**
- **1 – Podium**

**The County will provide extra tissue, paper towels, hand soap, trash bags, mop and mop bucket, vacuum cleaner and broom.**

**The responsible party will provide all cleaning supplies.**

**Worth County Community Center Rental Application**  
**1310 N. Monroe Street**  
**Sylvester, Ga 31791**

Date of Application: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Organization Requesting Rental (if applicable): \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_ Driver's License: \_\_\_\_\_

Address (must be a Worth County Resident): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Alternate Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Approximate Number of People: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Applicant includes the Individual Responsible Party listed above and the Organization. Rental time begins at 8:00 a.m. on the date of the event listed above. All events must end by 12:00 midnight of the same day. Weekend events and evening events, you are allowed until noon the following day to remain in the building for clean-up only. NO EXCEPTIONS. The key may be picked up at the Worth County Fire and Rescue located at 203 E. Willingham St. Sylvester, at 8:00 a.m. the day of the rental. The key MUST be returned to the Worth County Fire and Rescue by 3:00 P.M. the following day. If the key is not returned by the allotted time, a deputy will be dispatched out and this could result in denial future rentals and/or nonrefundable security deposit. The Guidelines and the checklist are understood by the applicant as part of this agreement and are incorporated by reference.

**Please check desired room for your event:**

- \_\_\_\_ Entire Building - \$500.00 (per day)
- \_\_\_\_ Split Auditorium: \_\_\_\_ (A) or \_\_\_\_ (B) - \$250.00 each (per day)
- \_\_\_\_ Conference Room #1 - \$250.00 (per day)
- \_\_\_\_ Conference Room #2 - \$250.00 (per day)
- \_\_\_\_ Additional day for set-up - \$250.00 (8:00 a.m. – 5:00 p.m. the day before the event)

A \$500 damage/security deposit must be paid to reserve the Community Center. The rental fee must be paid no later than two (2) weeks prior to the event. If not paid two (2) weeks prior to the event, the County reserves the right to cancel your reservations. All checks/money orders should be payable to the Worth County Board of Commissioner/WCBOC. The undersigned states that he/she has full authority to sign for the organization and the organization understands that it is bound by this agreement.

The facts stated in this Worth County Community Center rental application are true and correct. Any false information that I have provided may lead this application to be denied or revoked. I have read, understand, and agree to abide by the Worth County Community Center Contract. The applicant hereby releases, forever discharges, and holds harmless the County of Worth, its officers, directors, employees, and agents from all liability for any claims associated with the rental of the center.

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Signature

How related to Organization (partner, officer, trustee, etc.)

# **Worth County Community Center Contract**

## **USE OF FACILITY AGREEMENT**

The Worth County Community Center is under the general control and supervision of Worth County, which is hereby authorized to rent or give permission to such persons and institutions that wish to use the facilities for such occasions and purposes as discretion may be appropriate and not inconsistent with public interest and subject to the terms and provisions of this policy and other rules and regulations which may be enacted.

## **GUIDELINES INCLUDE**

**This is a smoke free and drug free facility. No alcoholic beverages will be served, consumed or sold on the premises.** If this takes place it may result in denial of future rental and/or non-refunded deposit.

- You must be a Worth County resident and able to provide proof of residency (copy of your driver's license required) to reserve the Worth County Community Center. The lessee/organizations will complete the rental packet and will be the point of contact during the use of the building for that event and/or liable for any damages to the building. Normal wear and tear is accepted.
- Out-of-town residents and organizations will not be able to reserve the building without prior approval from the Worth County Board of Commissioners.
- The electrical and wiring systems shall not be altered in any way.
- Fixtures and furniture shall not be removed from the building at any time.
- Absolutely No cooking in the building, a warming oven is provided.
- All decorative materials shall be attached so as not to cause damage to the building. No decorative or other objects may be permanently fastened or suspended and must be removed after use.
- All trash must be removed from building and placed in the dumpster at the south end of the building.
- All table and chairs must be placed back in the storage area on the proper racks.
- Turn out all lights to the building, securely lock all exit doors to the building.
- Refrigerator, warming oven, counter tops, and sinks must be clear of all food debris.
- Bathrooms must be properly cleaned, (trash pulled, restock tissue & paper towels, all toilets and urinals clean, and floors and counter tops clear of all debris).
- All floors must be clear of all debris, (vacuum, swept, and mopped).
- Building must be in same condition as it was initially before any deposit will be refunded. A checklist is provided to the lessee at the time of rental packet is completed and payment is made.
- No driving on grass.
- Rails at entrance are no to be propped on, leaned on or climbed on. They are put there for safety.
- **Fees:** Entire Building (excluding the two (2) conference rooms) - \$500.00 rental per day, \$500.00 deposit; Meeting/Conference rooms or split auditorium with wall divider - \$250.00 per day, \$250.00 deposit. All checks/money orders should be paid to the Worth County Board of Commissioners/Community Center (WBCOC/Community Center). Cash is accepted.
- **Split Payments:** At the time of your rental process your rental fee and deposit is due, if you need to split your payments, in order to reserve the building, you must pay full deposit and the rental will be due two (2) weeks before your event date, if not paid two (2) weeks prior to your event it may jeopardize your rental date and/or the County can deduct \$50.00 from your deposit.
- **Cancelations:** if you need to cancel any event, you must give a minimum two (2) weeks prior notice of cancelation or a minimum fee of \$50.00 will be deducted from your rental payment.

- To qualify for any type of waiver fees, it must be submitted in written form on letterhead to the Worth County Board of Commissioners, to be voted on at the next regular meeting. No waivers of fees without Board approval. Any County Government function will be no charge (County dept. - meetings, training, etc.)
- **Deposits:** Deposit will be held a minimum of 48 hours after your event due to post-inspection of the building by a staff member of the Worth County Community Center, (NOTE: Worth County Board of Commissioners/Community Center will deduct a minimum fee of \$150.00 for any clean-up left not completed, however, charges can exceed \$150.00 depending on the cost of any damages to the building due to your event. If any damages exceed the amount of \$500.00 you will be responsible to pay the exceeded amount or the County has the right to proceed with legal action to collect the debt, in this case, the County has the right to deny any rentals in the future.) REMINDER: If you pay the rental fee and deposit in cash, please allow 7 business days to be refunded your deposit.
- **Set-up & Deliveries:** Set-up is available the day before your event if needed for a minimum fee of \$250.00 between the hours of 8 a.m.- 5 p.m., the building will be opened as early as 8 a.m. by an employee to allow you to set-up for your event, the building be locked at 5 p.m. Any deliveries from outside vendors may deliver between the hours 8 a.m. to 5 p.m., Monday thru Friday, at no extra fee, (must notify a staff member of the Worth County Community Center to allow the vendor access into the building).
- **Rental Time:** The allotted time for the building uses are: The day of rental 8 a.m. to 11 p.m. with a 1 hour clean-up time. All events must end by 11 p.m. The key must be picked up at the Worth Fire and Rescue, located at 203 E. Willingham St. no earlier than 8 a.m. the day of rental and returned no later than 3:00 P.M. the following day. If the key is not returned by the allotted time, a deputy will be dispatched out and this could result in denial future rentals and/or nonrefundable deposit.

By signing, I have read the agreement and understand all guide lines within the agreement and I have received a copy of the Worth County Community Center Packet.

\_\_\_\_\_  
Applicate Signature

\_\_\_\_\_  
Date

## **Worth County Community Center Checklist**

The county will provide extra tissue, paper towels, hand soap, trash bags, mop, mop bucket, vacuum cleaner, broom, and minimal cleaning supplies. Items are stored in Janitors' closet.

### **The applicant is responsible for the following:**

- Return all tables and chairs to their proper location (on the racks).
- Remove all decorations.
- Vacuum all carpeted areas
- Sweep and mop the front entrance, rest rooms, dressing rooms, and kitchen area.
- Rinse out mop head and mop bucket, return mop to hanging position in Janitors' closet.
- Clean refrigerator/freezer – REMOVE ALL FOOD
- Clean warming oven – REMOVE ALL FOOD
- Restock rest rooms as needed (extra supplies are in the Janitors' closet).
- Empty all trash cans and replace bags (extra bags are in the Janitors' closet). Dumpster is located on the south end of parking lot.
- Check for debris around front area of the building and parking lot.
- Check all other areas of the building used during your event.
- Make sure all lights are turned off and all doors are locked before leaving.

### **We appreciate your efforts and concerns in keeping our building clean.**

All events must end by 11:00 P.M. with (1) hour clean-up time, **NO EXCEPTIONS**. The key should be picked up and returned to the Worth County Fire Department (203 E. Willingham St.). The key **MUST** be returned to the Worth County Fire Department no later than 3:00 P.M. the day after the event.

**RAILS AT ENTRANCE ARE NOT TO BE PROPPED ON, LEANED ON, OR CLIMBED ON. THEY ARE THERE FOR SAFETY.**

IN CASE OF AN EMERGENCY, CALL 911. FOR NON-EMERGENCIES BETWEEN THE HOURS OF 8AM – 5PM, MONDAY – FRIDAY, CALL 229-776-8200. FOR AFTER HOURS AND WEEKEND NON-EMERGENCIES, CALL THE WORTH COUNTY FIRE DEPARTMENT AT 229-776-8223.

(PLEASE DO NOT CALL 911 FOR NON-EMERGENCY CALLS.)

By signing below, I agree to be responsible for the items listed above at the Worth County Community Center. Responsible party understands that failure to comply with each of the above responsibilities and obligations of the contract in its entirety may result in a cleaning fee (\$150.00) being deducted from the damage/security deposit.

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Signature

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Date

**Worth County Community Center Rental Application**  
**1310 N. Monroe Street**  
**Sylvester, Ga 31791**

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**FOR OFFICE USE ONLY**

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

Deposit Amount: \$\_\_\_\_\_ Check Cash Money Order Check #: \_\_\_\_\_

Rental Amount: \$\_\_\_\_\_ Check Cash Money Order Check #: \_\_\_\_\_

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

Refund Letter Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Rental due by: \_\_\_\_\_