

Worth County Community Center Rental Application
1310 N. Monroe Street
Sylvester, Ga 31791
(page 1 of 2)

Date of Application: _____ Date of Event: _____
Organization Requesting Rental (if applicable): _____
Name of Individual Responsible: _____ 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 11:00 p.m. on the same day. You are allowed to remain in the building for one additional hour for clean-up only. NO EXCEPTIONS. The key may be picked up at the Worth County Jail located at 201 N. Main Street in Sylvester no earlier than 8:00 a.m. the day of the rental. The key MUST be returned to the Worth County Jail (201 N. Main St.) by 12:00 midnight. 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. 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 Auditorium - \$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 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 reservation. All checks/money orders should be made payable to the Worth County Board of Commissioners. 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.

Signature

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

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FOR OFFICE USE ONLY

Date: _____

Receipt Number(s): _____

Deposit Amount: \$ _____

Cash Money Order Check #: _____

Rental Amount: \$ _____

Cash Money Order Check #: _____

Inspection Date: _____

Authorized Signature

Refund Letter Date: _____

Worth County Community Center Contract

USE OF CENTER AGREEMENT

The Worth County Community Center (Center) is under the general control and supervision of Worth County, which is authorized to rent or give permission to persons and institutions wishing to use the Center for occasions. The Board of Commissioners of Worth County reserve the right to review each application to ensure that the occasion for which the Center is rented is appropriate, consistent with public interest and within the established guidelines. Use is subject to the established rules and regulations. Worth County reserves the right to refuse to rent the Center if an organization or the responsible party have previously rented the Center and failed to comply with any of the rules, regulations guidelines, checklists, or provisions contained within the application.

The Center is a smoke free and drug free facility.

No alcoholic beverages will be served, consumed, or sold within the Center, its parking area or the surrounding property owned by the County.

Do not Lean on or Climb on the Rails to the Front entrance.

GUIDELINES INCLUDE

- You must be a Worth County resident and provide proof of residency (copy of your driver's license required) to reserve the Worth County Community Center. The individual responsible will complete the rental application and be the point of contact during the use of the Center for the event.
- The electrical and wiring systems shall not be altered in any way.
- Equipment and furniture shall not be removed from the building at any time.
- Absolutely no cooking in the building. A warming oven is provided.
- The duties and obligations contained within the Worth County Community Checklist is incorporated herein by reference as if stated in its entirety.
- No driving on grass.
- All items listed on the Worth County Community Center Checklist must be completed after the event.
- The Center must be left in same condition in which it was received.
- **Rental Fees:** Entire Auditorium - \$500 per day; Split Auditorium - \$250 per day; Conference Room - \$250 per day
- **Damage Deposit:** The Responsible Party shall pay a security deposit of \$____.00 to Worth County that is due upon the submission of the Application. Applicant shall have the opportunity within forty-eight hours prior to possession of the Center to inspect the Center for any damage. The Applicant is responsible for advising the County of any observed damages to the Center that exists prior to Applicant taking possession of same. The Applicant shall be responsible for any damage to the Center during the rental period. Any damages will be deducted from the security deposit. If damages exceed \$500.00, you will be responsible to pay the excess amount or the County has the right to proceed with legal action for any amount over the security deposit. **Please note:** If you pay the rental fee and deposit in cash, please allow seven (7) business days for your deposit refund to be processed.
- **Deliveries:** Outside vendors may deliver items between the hours 8:00 a.m. - 5:00 p.m., Monday through Friday, at no extra cost. **You must notify a staff member of the Worth County Community Center to allow the vendor access into the building. The County is not responsible for anything delivered or left in the building.**
- **Cancellations:** If you need to cancel an event, you must notify the county at least two (2) weeks before your event or 10% of your rental fee will be deducted from your damage deposit.

By signing below, I acknowledge that I have read, understand, and agree to abide by the Worth County Community Center guidelines.

Applicant's Signature

Date

Worth County Community Center Checklist

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

NOTE: The responsible party must provide all cleaning supplies.

The Applicant is responsible for the following:

1. Check all areas you have used during your function.
2. Return tables and chairs to the appropriate area or rack.
3. Remove all decorations.
4. Clean the refrigerator and freezer. Remove all food.
5. Clean warming oven and remove food.
6. Clean sinks and counters in kitchen and bathrooms.
7. Make sure bathrooms are stocked with tissue and paper towels (extra tissue and paper towels are in janitor's closet).
8. Vacuum all carpeted areas.
9. Clean and mop the entrance area, kitchen, and bathrooms.
10. Rinse out mop head and mop bucket.
11. Empty all trashcans and replace bag with clean, new bag. Take trash to dumpster on the south end of the building (next to the Southern Regional Technical building).
12. Remove all debris from around the outside of the building and parking lot.
13. Make sure all lights are turned off.
14. Make sure all exit doors are secure and locked before leaving.

All events must end by 11:00 P.M. You are allowed to remain in the building for one additional hour for clean-up only. **NO EXCEPTIONS.** The key **MUST** be returned to the Worth County Jail (201 N. Main St.) by 12:00 midnight.

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

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.

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 the other obligations herein may result in a one hundred fifty dollar (\$150) cleaning fee being deducted from the security deposit.

Applicant's Signature

Date

WORTH COUNTY COMMUNITY CENTER INVENTORY

- **26 5ft-Round Tables**
- **8 8ft- Long Tables**
- **3 6ft- Long Tables**
- **1 5ft- Long Table**
- **375 - Chairs**
- **20 - Padded Chair**
- **2 - Warming Tables**
- **1 - Cold 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.