

# City of Bogart

## Bogart Community Center and Bogart Historical Agricultural Center

### Facility Rental Agreement form for Rules, Policies and Conditions of Usage

1. The person signing this form accepts the role of the **Facility User** and all responsibilities thereof as outlined on this form.
2. The **Facility User** shall be liable for any and all damages occurring before, during or after this event that is any way related to this event or the people attending it.
3. Any damage to the Bogart Community Center or the Bogart Historical Agricultural Center, or to any of the surrounding area that is deemed a consequence of any event held at the facility, will be the responsibility of the **Facility User**.
4. Rental Fee's for both facilities must be paid in full within 3 business days of reservation request to secure that date for your event.
5. A Cash Security deposit is required within 24 hours prior you your event at which time a key will be provided to the facility for your event. The key is to be returned to City Hall the first business day following your event.
6. Some or all of the deposit will be retained to cover damages or the need for contracted cleaning. **Facility User** agrees to pay any additional charges as assessed by the City of Bogart Management.
7. Following an event, **Facility User** is responsible for cleaning up all areas unless other arrangements are made with the City of Bogart Management. All floors should be swept and damp mopped. Tables and chairs should be wiped down and placed in their caddies and returned to the storage closet. Trash should be taken away from the facility.
8. Cancellation within 2 business days of an event will result in forfeiture of the rental fee. Cancellation more than 2 business days of an event will result in the return of the rental fee less a \$25.00 cancellation fee.
9. The rental period begins at 8 AM on the day of the event and ends at Midnight that same date.
10. Stains and spills should be reported to the City of Bogart Management immediately.
11. No animals except service dogs or seeing-eye dogs are allowed anywhere in the facility.
12. If a complaint is received, the City of Bogart Management reserves the right to cause a cessation of any event at any time, **Facility User** will have no cause to request a refund of any monies paid.
13. Smoking, dipping, chewing or spitting of any tobacco products is not allowed anywhere inside of the building.
14. Taping, gluing, tacking or stapling of any materials to walls, tables or countertops is not allowed. Confetti, glitter and hay are strictly prohibited.
15. Security personnel may be required for some events as determined by the City of Bogart Management. They will be used under the direction of the City of Bogart Management and must remain in place the duration of the event. The facility User is responsible for payment to the City of Bogart prior to picking up the facility key.
16. City of Bogart Management cannot be responsible for lost or stolen items.

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17. Anything left behind in this facility after an event becomes property of Bogart Community Center and Bogart Historical Agricultural Center. **Facility User** shall have no recourse or cause of action to retrieve or be compensated in any way for anything left on the grounds of the Bogart Community Center or Bogart Historical Agricultural Center.
18. Any accidents must be reported to the City of Bogart Management.
19. The Facility shall only be used for the purpose stated on this form. Any Illegal activity found to be occurring will result in immediate cessation of the event, loss of rental fee, loss of security deposit and notification of law enforcement personnel.
20. If Alcoholic beverages will be available for consumption, a Temporary Alcoholic Beverage Permit must be attached. At no time can any transaction involving money for alcoholic beverages take place on the City of Bogart property. The selling of cups to be used primarily for drinking alcoholic beverages is a circumvention of the law and is not allowed.
21. Facility User agrees to hold the City of Bogart Management, Elected Officials and Personnel wholly harmless against any lawsuit resulting from usage of this facility.
22. Facility User acknowledges that there will be no discrimination in the use of the facility regarding race, religion, sex or nationality.
23. Facility User acknowledges that use of the facility is subject to all Oconee County, State of Georgia, and Federal laws and regulations.

**NOTE: Entrance is strictly prohibited into the Museum Rooms**

I do hereby acknowledge by my signature that I have read and understand my responsibilities with regard to the rules, policies and conditions of use of the Bogart Community Center and Bogart Historical Agricultural Center.

Responsible Party/Facility User: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event location: \_\_\_\_\_

(Bogart Community Center or Bogart Historical Agricultural Center)

Time of the event to Begin \_\_\_\_\_ Time of Event to End \_\_\_\_\_

Will Alcoholic beverages be available for consumption at your event? \_\_\_\_\_

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Signature of City of Bogart Management: \_\_\_\_\_

Temporary Alcoholic Beverage Permit attached? \_\_\_\_\_