

Community Building Contract revised 06/13/2020 until further Notice

TODAY'S DATE: \_\_\_\_\_ Attendant: BETH MAYER  
GLYNN COUNTY PUBLIC WORKS FACILITY RENTAL CONTRACT

Please Initial Facility: Ballard \_\_\_\_\_ Highland Park \_\_\_\_\_ Baldwin/Brookman \_\_\_\_\_

Date of Use: \_\_\_\_\_ Day of the week: \_\_\_\_\_

**Rental time: 10am to 10:00 pm. Please allow for set-up and break-down within these hours, on your rental date.**

**RENTAL INFORMATION**

Circle One: Business Individual Non-Profit Government Use

Type of Activity/Purpose of Rental: \_\_\_\_\_ \*\* Number of People \_\_\_\_\_

**\*\*Number of people shall not exceed the building capacity due to the COVID-19\*\***

**The limits are: CIRCLE ONE**

**Ballard- 50 people or less Highland Park- 30 people Baldwin/Brookman- 50 people or less** (due to Covid-19)

**ANY MORE THAN 50 PERSONS ARE NOT ALLOWED**

Will Revenue be received? YES NO Will outside vendors be used? YES NO

Name of Responsible Party: \_\_\_\_\_  
(Must be at least 21 years old)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Alternate Phone#: \_\_\_\_\_ (Email) \_\_\_\_\_

GA Driver's License #: \_\_\_\_\_ **(attach copy of license)**

Organization/Group Name (if applicable): \_\_\_\_\_

**501 C 3 (Non-profit certification, form must be included)**

DESCRIBE IN SPECIFIC DETAIL THIS EVENT: (i.e. Serving cake & ice cream; bringing in food; DJ etc.)

**READ FOLLOWING VERY CAREFULLY TO THE END OF CONTRACT**

**Keys must be picked up the business day prior to your rental by 4:00 p.m. For Friday, Saturday, Sunday and Monday rentals; you must pick up key on Thursday no later than 3 p.m. THURSDAY ONLY. Every day late pick up is \$25.00 per day. If renting for Tues, Wed., or Thurs., get the key the day before by 3pm . Keys must be returned next business day after rental between 8 a.m. and 3:00 p.m. Weekends will be on Monday before 3:00 pm No later than 3pm. After 3pm you are charged \$25.00 and \$25.00 per every day you are late. IF YOU ARE FOUND IN RENTAL BEFORE 10AM or AFTER 10PM, NO REFUND WILL BE REWARDED TO YOU!!**

**If you know you're going to be late returning or picking up the key, call ahead of time to save your \$25.00 late fee charge**

Key returned late \$25.00 per day (non refundable) out of deposit. Keys picked up late \$25.00 out of your deposit

**FOR GLYNN COUNTY USE ONLY**

RENTAL and DEPOSIT FEE: \$175.00

CASH CHECK # \_\_\_\_\_

CC / DEBIT \_\_\_\_\_

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

stamp here

Date key given: \_\_\_\_\_ Initials \_\_\_\_\_

Date key returned: \_\_\_\_\_ Initials \_\_\_\_\_

Date ref req: \_\_\_\_\_ Initials \_\_\_\_\_

DEP \$ \_\_\_\_\_ Rent \$ \_\_\_\_\_

Comments: \_\_\_\_\_

# RENTER AGREES TO THE FOLLOWING FACILITIES RULES

## These Rules apply to everyone!

1. Building is rented at \$75.00 **per day**, from **10am-10pm** with \$100.00 deposit charge. Rental fee and deposit must be paid in full at the time of booking. **This fee is non-refundable, unless Glynn County cancels the event.** Payment must be in the form of **exact cash, check ( check : at least one month or longer from the time of booking for the checks) or money order, debit** made payable to **Glynn County Board of Commissioners**. Should you want to cancel, you will not get your rental fee returned unless someone else rents on that day after you give it up. You have the choice to change your date **ONLY ONE** time. You are to call two weeks ahead of time to get this arranged. If your day is not rented, and that day goes by, you will not get your rental back, **ONLY** your deposit. These funds will be deposited and can take up to 30 days for return. Refunds are requested at the end of each month.  
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2. **Keys must be returned on the next business day by 3:00 p.m. If it is after 3pm, \$25.00 will be taken out of your deposit if we are not called before hand. If you can't get here or pick it up, send someone to get it for you. Everyday past that date, \$25.00 per day and will come out of your return deposit. The day the key is late pick up, \$25.00 comes out of your deposit.** The renter must comply with the following in order for the cleaning/damage deposit to be refunded in full. Floors swept, mopped, remove items from the refrigerator and clean it. Clean the stove, oven and the bathrooms. Trash bagged and tied and placed inside near the back door **(do not place trash outside the building)**, remove all personal items from premises; **NO Sea Food of any sort is allowed inside of building, including in the trash;** no tacks or nails are to be used to attach decorations to walls and other surfaces. All decorations and tape must be removed. Spills on the floor, stove, counter tops, and inside the refrigerator must be wiped or mopped up. No chairs and/or table shall be removed from the building. **We are not responsible for anything left in the refrigerator, stove, cupboards, etc.** In the event of damages to county property or items provided by the county are missing, the renter will forfeit the total cleaning deposit. **DO NOT REMOVE SOUND BARRIERS ON THE WALL**  
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3. Keys must be picked up by **4:00 p.m.** on the business day prior to rental date; with **keys for the rentals (Fri., Sat., Sun. & Mon) key must be pickup Thursday before by 4:00 p.m. Thursday will be the only day to get the key for those days. Tues , Wed., and Thurs. rentals, pick the key up the day before by 4pm and return it the day after by 3pm** If you **do not** pick up the key, your room will be forfeit with no refund of the room rental only you deposit. only you deposit. only you deposit. only you deposit. only you deposit. only you deposit. **GLYNN COUNTY CODE ORDINANCES (GCCO):**  
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4. Fireworks, explosives, firearms and devices which discharge projectiles by any means are prohibited in any facility and on any facility grounds. **IF ANY EVIDENCE, NO REFUND** (GCCO 2-11-7)  
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5. Alcoholic beverages are prohibited at all facilities. **IF ANY EVIDENCE, NO REFUND** (GCCO 2-11-6)  
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6. Smoking is prohibited in all county indoor facilities. **IF ANY EVIDENCE, NO REFUND**  
Initial here
7. Buildings are open to the public from 10:00 am to 10:00 pm only. (GCCO 2-11-11) You are only allowed in the building **on your day** that you paid for. **NOT THE DAY OR NIGHT BEFORE TO DECORATE. IF ANY EVIDENCE, NO REFUND**  
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8. Excessively loud noise will not be tolerated and will be determined by Glynn County Police Department. For public parks and other property. (GCCO 2-9-55)  
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9. **Due to the Covid-19: There will be no more than 50 persons allowed in either Baldwin or Ballard**  
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10. A limited number of tables and chairs are available in each building. **There will be no additional tables and chairs provided.** Tables, chairs and all other county property shall **not** be removed from the facility. **Fold tables and chairs.**  
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11. **Return them where you got them and STACK THEM HOW THEY. Pictures are attached.**
12. To assure return of deposit, all facilities will be cleaned prior to vacating premises and free of damage **LEAVE IT AS YOU FOUND IT. THESE BUILDINGS ARE CLEANED COMPLETELY AT THE END OF EACH EVENT.**  
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13. All litter and refuse shall be placed in the appropriated receptacle provided and will be disposed of according to the agreement with Glynn County. **Bags are to be INSIDE the building as posted throughout the building. Any evidence of trash bags, outside: NO FULL REFUND. IF TRASH IS TORN UP BY ANIMALS NO REFUND AT ALL**  
Initial here

\_\_\_\_\_  
Initial here 14. No form of adult entertainment of a sexually oriented nature shall be permitted. (GCCO 2-24-3)

\_\_\_\_\_  
Initial here 15. The individual or organization requesting the facility will be responsible for any damages or violations of these rules and regulations.

\_\_\_\_\_  
Initial here 16. **Violation of any rule or regulation that governs the Glynn County Facilities will be cause for barring such individual or organization from any future reservation of any county facility and for the immediate termination of the facility use permit issued pursuant to this application.**

**Note: IF YOU KNOW YOU ARE NOT GOING TO USE THIS BUIDING, YOU ARE TO CALL AT LEAST TWO WEEKS IN ADVANCE TO CHANGE YOUR DATES. Only One Time**

**If you rent, then decide to cancel in the week of the event, you then ONLY receive your deposit and forfeit your rental.**

**We give a onetime curtesy call at the beginning of the week for a reminder. If you late to pick up key, a key fee charge of \$25.00 will be coming out of the deposit or forfeit because of no show.**

**WE WILL NOT OPEN BUSSINESS FOR YOU TO GET YOUR KEY IF YOU FOR GET**

**RENTALS ARE NON-REFUNDABLE!!**

**REMEMBER TO READ THIS CONTRACT CAREFULLY NO EXCEPTIONS**

**EVIDENCE OF DECORATING EARLIER THAN 10am- NO DEPOSIT**

I, personally and as the agent for the requesting organization, hereby covenant and agree to release, acquit, and forever discharge GLYNN COUNTY, GEORGIA, ITS OFFICER, AGENTS and EMPLOYEES from any and all actions, causes or actions, claims or demands for damages, costs, expenses, compensation, consequential damages, or any other claim resulting or to result from an occurrence or accident, including bodily or personal injury, that happened during the use of the facility. Furthermore, to the fullest extent permitted by law, the applicant, shall indemnify and hold harmless GLYNN COUNTY, GEORGIA, ITS OFFICERS, AGENTS AND EMPLOYEES from and against claims, damages, losses and expenses arising out of or resulting from my acts or omissions and those of the participants using the facility in accordance with my permit, whole or in part, while using the facility. This indemnity shall not apply to acts or omissions caused by the lone, sole negligence or misconduct of any person seeking indemnity.

I have read and fully understand this application and will obey the rules and regulations stated above.

**Whoever signs this contract is the one responsible for the rental! Check behind others for mistakes!**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

**Beth Mayer**

**IF YOU EXPERIENCE ANY PROBLEMS WITHIN THE BUILDING PLEASE CALL THE MAIN NUMBER ON BUSINESS DAYS BETWEEN THE HOURS OF 7:00AM-4:00PM. 912-554-7746. IF AN EMERGENCY: DIAL911**

**I UNDERSTAND COMPLETELY**

**INITIALS**