

## Recreation Center Facility Application

Please keep in mind that this form is only an application, no facility or date is guaranteed until confirmation is received.

\_\_\_\_ Fairview Community Room      \_\_\_\_ Fairview Gymnasium A      \_\_\_\_ Fairview Gymnasium B  
\_\_\_\_ J.P. Moseley Community Room      \_\_\_\_ J.P. Moseley Gymnasium A      \_\_\_\_ J.P. Moseley Gymnasium B  
\_\_\_\_ Locust Grove Community Room      \_\_\_\_ Locust Grove Auditorium      \_\_\_\_ Locust Grove Gymnasium

Proposed Date: \_\_\_\_\_ Proposed Rental time: \_\_\_\_\_ to \_\_\_\_\_  
Event: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ Additional point of contact: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Number of guests to attend: \_\_\_\_\_

*Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Henry County Board of Commissioners and Henry County Parks and Recreation from any claims of any kind, including but not limited to; attorneys fees arising from the use or occupation of the premises by renter, renters guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.*

*The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of the security deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the Recreation Center and its property.*

*The general, decoration and cancellation policy, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event that the lesser shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent, less any administrative, applicable damage or security deposits, to the renter without further liability.*

**\*\* Patrons must be at least 21 years of age to sign rental contract.**

**\*\*No function will take place without adult supervision.**

**\*\*Person who signs this contract must be present for function unless approved by HCPRD Staff.**

Please initial the following:

\_\_\_\_ I have read and understand the General Policy.

\_\_\_\_ I have read and understand the Decoration Policy.

\_\_\_\_ I have read and understand the Cancellation Policy.

\_\_\_\_ I have read and understand the Amenity Policy.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Please send my confirmation to the address above or e mail at: \_\_\_\_\_

HCPRD retains the right to stop any event if excessive noise or disruptive behavior continues.

Rental Fee: \_\_\_\_\_ Facility Attendant Fees: \_\_\_\_\_ Floor Covering Fees: \_\_\_\_\_

Kitchen Usage Fee: \_\_\_\_\_ Audio Equipment Fee: \_\_\_\_\_ Additional Fees: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Receipt: \_\_\_\_\_

Date Rent Paid: \_\_\_\_\_ Ck# \_\_\_\_\_ Cash \_\_\_\_\_ Credit \_\_\_\_\_

Date Security Deposit Paid: \_\_\_\_\_ Date Security Deposit Returned: \_\_\_\_\_

Make checks payable to: Henry County Parks and Recreation.