



Recreation Center

All agreements are between the Renter and HCPRD. Any failure by a vendor to complete all required duties is the responsibility of the renter. We strongly suggest that you, the renter, make yourself very familiar with all rules and regulations contained in this information packet.

- A signed Rental Contract and 100% of facility rental which includes the Facility Attendant fees and security deposit are required to guarantee facility and date.
- Security deposit will be refunded when the HCPRD staff is assured that all contract requirements have been fulfilled.
- Security deposit will be refunded in the form of a check and mailed to the person who made the payment within three weeks after the event date.
- You are expected to leave the facility in the same condition or better than found.

General Policy _____ [initial here]

- Reservations are issued to the first party to complete a contract. If you do not have a contract and have not given a deposit then your date is still available and may be rented to another party.
- Rental time includes your setup and cleanup time for you event. All event contractors must work within your time limit and if you exceed your contracted time, you will be charged an additional fee.
- **NO SMOKING** is allowed inside the building. If a guest at your event is observed smoking in the building they will be asked to leave the premises immediately.
- NO alcohol is permitted in the facility or parking lot.
- Required cleanup is as follows: sweeping and mopping the floor, wipe down all tables, and the removal of all trash to the dumpster. The Recreation Center will provide cleaning supplies, including paper towels, mops and brooms.
- Any event being held for any persons under the age of eighteen (18) years of age must have one adult (25 years of older) for every 20 attendees that are under the age of eighteen (18).
- Any event being held for persons under the age of eighteen (18) years of age, renter must pay double the applicable security deposit for the contracted rental room.
- Children are expected to be supervised at **ALL** times and should **NOT** be allowed to run or be in any room other than the one where your event is being held.
- Trash bags being removed from the building **MUST** not be pulled across the floor. Empty trashcan liners into dumpsters outside of the facility and replace with new liners. You are responsible for providing your own trashcan liners.
- **NO PETS ALLOWED** at any of the community buildings.
- All music must be kept to low volume. **LIVE BANDS MUST OBTAIN A SPECIAL PERMIT FROM THE COUNTY!**
- No cooking in or outside of the facility.
- Gymnasium lights cannot be turned off for any reason during an event.

Cancellation Policy _____ [initial here]

- Any rental can be cancelled before the end of the following business day and only incur the loss of a \$25.00 administrative fee.
- All cancellations/transfers must be made in writing.
- Reservation deposit is refundable 60 days (2 months) or more prior to function date minus the \$25.00 administrative fee.
- Transfer of function date is allowable 60 days (2 months) or more before function. Only 1 transfer is allowed per function and will incur a \$25.00 administrative fee. If the date is changed, no refund will be given in case of cancellation.
- Cancellation less than 60 days but more than 30 days will result in loss of 50% of rental fee.
- Cancellation less than 30 days before event will result in total loss of rental fee. The security deposit will be refunded if paid.
- Active Duty Military personnel are exempt from penalty in the case of an emergency deployment.

Reasons for forfeiture of security deposit _____ [initial here]

- Breakage, damage, and/or loss of items from kitchen or facility.
- Violation of rules by renter or vendors contracted by renter.
- Destruction of facility or property of HCPRD.
- Any rental guest or invitee that displays improper conduct as determined by the Facility Attendant. Improper conduct shall include, but not limited to, abusive or threatening language, physical violence, lewd behavior or apparent intoxication.

Decoration Policy _____ [initial here]

- All set up, decorations and clean-up are to be done within the client's rental time.
- All decorations must be removed at the end of the event. Any items left for more than 24 hours without prior approval will be discarded or become the property of HCPRD.
- All center pieces and trash **MUST** be removed from tables and other used areas at the end of every event. Failure to assign someone to this duty will result in an additional charge of \$10.00 per table needing to be cleaned.
- Decorations or balloons may not be attached in any way to surface, ceilings or walls of the facility. No nails, tacks, staples, tape or other items should be used to hang objects anywhere in the building or on the premises. This will be subject to forfeit of your deposit.
- No open candles are allowed on tables. Candles must be domed or contained in some way and be above the flame. Please check with staff concerning centerpieces or decorations that will include candles. You will not be allowed to use decorations that do not fit the guidelines of the center. Doing so may cause a forfeiture of your deposit.
- No glitter or confetti is allowed in the building.

Amenity Policy _____ [initial here]

- The company from which you are renting the amenity from **MUST** list Henry County Parks and Recreation (HCRD) and the Henry County Board of Commissioners (HCBOC) on their insurance policy as additional insured.

- The use of inflatables will require a \$1,000,000 general liability insurance policy and renter must provide a copy of the policy to HCPRD one week before date of rental.
- Any inflatables used are required to be open top. NO moonwalks, bounce houses, etc. are allowed.
- All inflatables must be placed on level ground and tied down properly secured by manufacture's requirements.
- All inflatables must have an attendant provided by the inflatable company at all times.
- If covered inflatables are discovered during an event, the inflatable company will be asked to leave the event.

Floor Covering Policy _____ [initial here]

- Floor covers will be required if food, drinks, tables or chairs are in use in the gymnasiums.

Police Officer Policy _____ [initial here]

- Henry County Police Department, Henry County Sherriff's Department or the City of Locust Grove Police Department will used depending on the Recreation Center rented; for all after hour rentals regardless of age restrictions and the price is at the expense of the renter and there is a 4 hour minimum.
- Police Officers will be scheduled by the Facility Coordinator and the renter will pay the Officer the night of the event in cash.
- The number of Officers will depend on the number of guests and will be set by the Facility Coordinator.

Important Things You Need to Know _____ [initial here]

- No contract is considered a guarantee until it is received, signed and a confirmation with a permit number is given to the renter.
- Facility Attendant Fees is included in the rental fee.
- In the event that the renter goes over the stated hours in this contract, \$115.00 per hour must be given to the Facility Attendant the night of the event or it will be taken out of the renter's security deposit.
- Cleanup of all rooms used by the renter will be the renter's responsibility.
- Required cleanup is as follows: sweeping and mopping the floor, wipe down all tables, and the removal of all trash to the dumpster.
- I agree to "hold harmless" the Henry County Recreation Department for any injury or damage caused while using the facility.