

CITY OF SATSUMA
COMMUNITY CENTER
RENTAL AGREEMENT

Reservations:

- 1) The City of Satsuma and city-related activities take precedence over all other requests for use of these premises.
- 2) All reservations are to be made through the Community Center Coordinator. Office hours are Monday-Thursday, 7:30 – 5 p.m. and 7:30 to 11:30 on Friday. Reservations are booked on a first-come, first served basis. Lessee can obtain the key from Satsuma Police Department at 5668 2nd Street, Satsuma no earlier than thirty (30) minutes prior to the event. Key shall be returned back to the police department once the event is over. Failure to return the key could result in loss of the deposit.
- 3) Any individual or organization using the Community Center building (Lessee) shall pay a rental fee, Clean Up Fee and must sign the fee schedule and lease agreement (attached hereto) and lessee shall be responsible for supervising all activities on the premises during a scheduled event.
- 4) A \$100 damage deposit is required on the room rental. It is refundable if the final walk-through by a city representative is acceptable including clean-up or damage.
- 5) A \$125 clean up fee is required.

Kitchen facility:

- a) Lessee utilizing the kitchen facility shall be responsible for insuring that the stove is turned off and left clean.
- b) The kitchen shall be left clean. No dishes or utensils will be furnished. Countertops shall be left clean and dry. Coffee pot is available, but lessee will be responsible for the coffee and filters.
- c) Lessee is responsible for insuring that all water is turned off and all garbage or trash removed from the building by the time of their departure. Trash containers are side of the building.

Smoking: No smoking or use of tobacco products is allowed in the building and at designated areas only outside.

NO ALCOHOLIC BEVERAGES shall be permitted anywhere on the premises during any scheduled event.

Use of Equipment: Lessee shall be allowed to use the equipment, tables and chairs on the premises, but the equipment, tables and chairs shall not be removed from the premises.

Hours of Operations: All events shall end by 12 a.m. and the building shall be empty of all persons by 12:30 a.m.

Decorations: Lessee shall not use any wall decorations. Only table and floor decorations are permitted. Absolutely no tape, hooks, pins, nails and /or screws are permitted on the walls.

Damaged premises: Lessee agrees to pay the full cost of any repairs deemed necessary in the sole discretion of the City of Satsuma for any damages caused by the Lessee or its guests or invitees or by any other person in connection with the event. Lessee accepts the premises in their current condition, as is, and agrees, that they are fully suited for the purpose of the event.

General Conditions: The premises shall not be used in violation of any regulation of law or any governmental body nor in any manner to create any nuisance or trespass, or in such a manner as to endanger the construction capabilities of the premises. The Lessee, its guests and invitees shall use the parking area adjacent to the premises and the parking area shall be left free of trash.

Release of Liability: In consideration of the use of the premises, the Lessee hereby releases, holds harmless and agrees to defend and indemnify the City of Satsuma, their officials, officers, board members, employees, or representatives from any liability or responsibility for any damages to the person or property of Lessee, Lessee’s guests, invitees, or other persons, arising out of or any way connected with the Lessee’s use of the premises.

Initials: _____

Date: _____

Fee Schedule and Lease Agreement

Lessee: _____ Date of Rental: _____

Address: _____ Phone Number: _____

Contact person _____

Type of Event _____

The Community Center Lease is for a period of (check one)

4 Hours: Beginning _____ AM,PM Date of Event _____ *
Ending _____ AM,PM

Fee: \$200 _____ Deposit: \$100 _____ Clean Up \$125 _____

8 Hours: Beginning _____ AM,PM Date of Event _____ *
Ending _____ AM,PM

Fee: \$400 _____ Deposit: \$100 _____ Clean Up \$125 _____

***EACH ADDITIONAL HOUR IS \$50.00 PER HOUR**

(ALL EVENTS SHALL CONCLUDE NO LATER THAN 12:00 A.M.)

Alcohol anywhere on the premises is NOT permitted

The \$100 damage/clean-up deposit is required on room rental. It is refundable if the final walk-through is acceptable. The room will be checked by an authorized town representative before the deposit is returned.

I agree to the conditions set forth in the attached rules and regulations.

Signed: _____

Print name: _____

