

## CITY OF RINCON

### LIONS CLUB BUILDING RENTAL POLICY LEXINGTON AVENUE

- This facility is for the use of City of Rincon residents only.
- Occupancy is limited by Rincon Building and Zoning to 290 persons in attendance.
- No overflow parking on the street is allowed; parking is permitted in the specified parking lots only.
- Use of the facility must be approved by the City Manager, and the Police Chief notified.
- Closing time is no later than 12:00am midnight.
- Rental Fees and Deposits must be paid up-front by all persons, clubs, or agencies.

The Lions Club Building is approximately 4,353 square feet of space. It has a kitchen with a pass-through window with counter space, pantry, 2 refrigerators, 1 oven, 2 stoves, a microwave, sink, and a food preparation area. Each restroom has 4 stalls with partitions, but they are not ADA approved. There are 8 round and 12 rectangular tables, both six and eight-foot long, and approximately 220 chairs, 150 blue padded and 35 or so steel chairs. More tables and chairs can be moved to the building as needed.

1. There will be a \$300.00 per day non-refundable fee for renting of the Lions Club Building, with a \$600 per weekend rental fee for weekends (which includes Friday set-up). This fee is applicable to all persons and groups applying for use of the facility. Also, there is a \$100.00 refundable cleaning and damage deposit, provided the following guidelines are adhered to:
  - a. The Lions Club Building has been cleaned and has passed an inspection by City of Rincon personnel, and is in good condition. All specifications on the cleanup list must have been followed.
  - b. The key has been returned within 24 hours from the time the key was picked up. The exception to this is if pickup is on a Friday, in which case the key needs to be returned to the Recreation Office by Monday morning at 9:00am. Due to the possibility of multiple rentals over the weekend, the key may not be left in the drop box, but must be returned in person, as pre-arranged with the staff.
  - c. If the Lions Club Building has not been properly cleaned, or has not passed the inspection by City personnel, or if there are damages, or if the key has not been properly returned, the entire \$100.00 deposit may be kept by the City.
2. The key will be issued only on the rented day or on the Friday before the weekend rental date. If the key pickup or return date falls on a City holiday, the pickup/return of the key may be allowed on the day before or after, as the case may be. Control of the key will be determined and maintained by the Recreation Department (912) 826-0238.
3. The types of functions will be in accordance with standard City policies for all public buildings.
4. Absolutely no alcohol, smoking, or smokeless tobacco is allowed on the premises.

5. The Lions Club Building will not be rented to any individual or any agency that discriminates based upon race, gender, age, creed, color, or national origin.

6. The Lions Club Building will not be rented for any purpose or event that violates the basic laws of the United States, the State of Georgia, or the City of Rincon, regarding decency or other matters.

7. The Lions Club Building will not be used for retailing or marketing for profit, including yard sales, garage sales, or flea markets.

8. There shall be no athletic events allowed, such as boxing, wrestling, or mud wrestling. The only athletic events permitted must be with the approval of the Rincon Recreation Department or the Mayor and Council.

9. The Lions Club Building will not be used for regular meetings of labor unions without the written consent of the Mayor and Council.

10. All non-profit organizations (i.e. churches, schools, Girl Scouts, Boy Scouts, Brownies, Cub Scouts, Lions Club, Rotary Club, business associations, American Legion, or VFW) must pay the standard fee and deposit, unless specifically exempted in writing by the Mayor and Council.

11. All reservations are by written request only (on the attached form) to the Recreation Department, with the starting date, time, and type of event being held. All applicable deposits and required fees must be paid at that time. Any allowed variance in the fees must be paid before use of the facility.

12. The City of Rincon will be held harmless and is not responsible for any accidents that may occur while applicants are on the premises.

13. Vehicle accidents or criminal incidents that may occur on the Lions Club Building property will be handled by the Rincon Police Department, as would any incident that occurs in the City of Rincon.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
City Employee Witness

# CITY OF RINCON

## Lions Club Building Cleanup Requirement Check List

Checked  
by Applicant

Checked  
by Staff

- |       |  |       |
|-------|--|-------|
| _____ | Sweep and mop the floor.                                       | _____ |
| _____ | Bag and remove all garbage from the building.                  | _____ |
| _____ | Clean the restrooms.   | _____ |
| _____ | Clean the stove and microwave, if it has been used.            | _____ |
| _____ | Wipe and clean counter tops and general kitchen area.          | _____ |
| _____ | Clean the sink.  | _____ |
| _____ | Wipe off and clean the tables.                                 | _____ |
| _____ | Wipe off chairs and remove any tape from the tables or walls.  | _____ |
| _____ | Turn off the lights, water, air and/or heat, and exhaust fans. | _____ |
| _____ | Wipe the inside and outside of the refrigerator.               | _____ |
| _____ | Remove all food from the refrigerator.                         | _____ |
| _____ | Arrange tables in a U-shape.                                   | _____ |
| _____ | Leave any items belonging to others as found.                  | _____ |
| _____ | Check all doors and make sure they are locked and secure.      | _____ |
| _____ | Report any unusual circumstances, or needed repairs.           | _____ |

I, the undersigned, do hereby acknowledge that the rules, regulations, and charges have been explained to me, and that I will comply with the checklist; and that if I do not properly comply, my deposit may not be refunded.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of City Employee

\_\_\_\_\_  
Date

**CITY OF RINCON**  
**Lions Club Building Use Request Application**

To Police Department \_\_\_\_\_

To Accounts Payable \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Representing: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell \_\_\_\_\_

Day/Date Requested: \_\_\_\_\_

Time Period for Event: \_\_\_\_\_ (Close no later than 12 midnight)

Type of Event: \_\_\_\_\_

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Key to be picked up on: Day/Date \_\_\_\_\_ (before 5:00pm)

Key to be picked up by: \_\_\_\_\_ (Must show ID)

Key to be returned on: Day/Date \_\_\_\_\_ (by 9:00am)

If deposit refunded, pay by check to: \_\_\_\_\_

Mailing Address for Refund: \_\_\_\_\_

\$100 Non-reimbursable Rental Fee, Date Paid: \_\_\_\_\_ Cash / Check

\$50 Reimbursable Deposit, Date Paid: \_\_\_\_\_ Cash / Check

Received by (City Employee): \_\_\_\_\_

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Lions Club Inspected by: \_\_\_\_\_

Inspection was deemed:      Satisfactory                      /                      Un-Satisfactory

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

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Building key was returned on time:    Yes / No

Refund of: \$ \_\_\_\_\_    Date: \_\_\_\_\_    Check #: \_\_\_\_\_

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Signature of Customer

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Signature of City Employee

**CITY OF RINCON**  
**Lions Club Building Rental Agreement and Release of Liability**

This rental agreement is made between \_\_\_\_\_,  
herein called Renter, and the CITY OF RINCON.

The CITY OF RINCON hereby offers to rent to Renter the premises situated in the City of Rincon, County of Effingham, State of Georgia, described as the LIONS CLUB BUILDING, located on Lexington Avenue, upon the following TERMS AND CONDITIONS:

Term and Rent. CITYOF RINCON rents the above premises for a term \_\_\_\_\_ day(s), commencing on \_\_\_\_\_, 201\_\_\_\_, and terminating on \_\_\_\_\_, 201\_\_\_\_, or sooner, as provided herein, at the rental fee of Three Hundred Dollars (\$100.00) per day, or Six Hundred Dollars (\$600.00) for the weekend, for a total rental fee of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Use. Renter shall use and occupy the premises for the purpose of \_\_\_\_\_.

The premises shall be used for no other purposes. The premises will not be used for any purpose that violates Federal, State, or Municipal laws as relates to decency or discrimination. The premises will not be used for retailing or marketing for private profit or for athletic events. The use or consumption of alcoholic beverages, tobacco products, to include smokeless tobacco, is prohibited on the premises.

Care and Maintenance of Premises. CITY OF RINCON acknowledges that the premises are in good order and repair, unless indicated herein. Renter shall surrender the same, at termination hereof, in as good condition as received.

Alterations. Renter shall not make any alterations, additions, or improvements in, to, or about the premises.

Ordinances and Statutes. Renter shall comply with all statutes, ordinances, and requirements of all municipal, state, and federal authorities now in force, or which may hereafter be in force, pertaining to the premises, occasioned by or affecting the use thereof by Renter, to include noise limitations.

Assignment and subletting. Renter shall not assign this rental arrangement or sublet any portion of the premises without prior written consent of the CITY OF RINCON.

Indemnification of CITY OF RINCON. CITY OF RINCON shall not be liable for any damage or injury to Renter, or any other person, or to any property, occurring on the rented premises or any part thereof, and Renter agrees to hold CITYOF RINCON harmless from any claims for damages, no matter how caused, and Renter expressly agrees to indemnify CITY OF RINCON for the expense of any such claims for damages.

Security Deposit. Renter shall deposit with CITY OF RINCON on the signing of this rental agreement, the sum of Fifty Dollars (\$50.00) as a refundable security deposit for the performance of the Renter's obligations, cleanup and care under this rental agreement, including, without limitation, the surrender of possession of the premises to CITY OF RINCON as herein provided.

Attorney's Fees. In case legal action should be brought for recovery of the premises, or for any sum due hereunder, or because of any act which may arise out of the possession and use of the premises, the CITY OF RINCON shall be entitled to all costs incurred in connection with such action, including a reasonable attorney's fee.

Severability. If any provision of this rental agreement shall be declared invalid or unenforceable for any reason by a court of competent jurisdiction, Renter and CITY OF RINCON hereby declare that such provision shall be severable, and that all remaining provisions of this rental agreement shall remain in full force and effect.

\_\_\_\_\_  
By Renter

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By CITY OF RINCON

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date