



## ***City of Rincon***

### **Vernon C. Hinely Community Center Rental Policy**

- 1) There will be a \$50.00 non-refundable fee for rental of the Vernon C. Hinely Community Center. Also, there is a \$65.00 refundable deposit (\$15.00 key deposit, \$50.00 cleaning deposit), provided the following guidelines are adhered to:
  - a) The center has been cleaned and has passed an inspection by City of Rincon personnel and is in good condition.
  - b) The key has been returned within 24 hours from the time the key has been picked up. The exception to this is if pickup is on a Friday, in which case the key needs to be returned to our office by Monday morning at 9 a.m. Due to multiple rentals over the weekend, key may NOT be left in drop box but must be returned IN PERSON.
  - c) All specifications on the cleanup punchlist have been followed.
  - d) If the Community Center has been cleaned, has passed the inspection made by City personnel, and the key has not been returned within 24 hours, the key deposit of \$15.00 will be retained by the City. If the key is not returned within 48 hours, the entire deposit of \$65.00 (\$15.00 key deposit and \$50.00 rental deposit) will be kept by the City.
- 2) The key will be issued only on rental day or on the Friday before the weekend rental date. If a holiday falls on a Friday, then the key will be issued on the Thursday before. Control of the key will be maintained by Rincon City Hall.
- 3) 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 Community Center will not be rented to any individual or any agency that discriminates based up on race, creed, color or national origin.
- 6) The Community Center will not be rented for any purpose or event that violates the basic laws of the United States or Rincon, Georgia, regarding decency.
- 7) The Community Center shall not be used for retailing or marketing for profit, including yard sales, garage sales or flea markets.
- 8) There shall be not athletic events allowed, such as boxing, wrestling or mud wrestling. The only athletic events permitted will be with the approval of the Rincon Recreation Department or the Mayor and Council.
- 9) The Center will not be used for regular meetings of labor unions without the written consent of the Mayor and Council.



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- 10) All non-profit organizations (i.e., churches, Girl Scouts, Boy Scouts, Brownies, Cub Scouts, Lions Club, Rotary Club, Exchange Club, business associations, American Legion or VFW) must pay the standard deposit amount of \$50.00 and a key deposit of \$15.00. The deposits will be refunded if our policies and punchlist are complied with.
- 11) All reservations are by written request only (on attached form) stating the date, time and type of event being held. All applicable deposits must be made at that time.
- 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) Vehicular accidents that may occur on Community Center property will be handled by the Rincon Police Department, as is any traffic incident that occurs in the City of Rincon.

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Signature of Applicant

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City Employee Witness



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### **Community Center Cleanup Punchlist**

1. Sweep and mop floor
2. Bag and remove all garbage from building.
3. Clean restrooms.
4. Clean stove, if it has been used.
5. Wipe and clean countertops.
6. Clean sink.
7. Wipe off and clean tables.
8. Wipe off chairs.
9. Turn off the lights, water and air and/or heat.
10. Wipe down refrigerator.
11. Remove all food from refrigerator.
12. Arrange tables in a U-shape.
13. Leave senior citizen items as found. Do not touch.
14. Check all doors and make sure they are locked and secure.

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

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Signature of Applicant

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Signature of City Employee

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Date



**City of Rincon**

**Community Center Reservation Request Application**

**Date:** \_\_\_\_\_

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

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

**Telephone:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Time Period for Event:** \_\_\_\_\_

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



**OFFICE USE ONLY**

**Key Picked Up On**    **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Key Picked Up By:** \_\_\_\_\_

**Key Returned On**    **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Name of Person Returning Key:** \_\_\_\_\_

**Building Inspected By:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

**Inspection was deemed (circle one):**            **Satisfactory**    **Unsatisfactory**

**Key Deposit Refunded:**        **Yes**    **No**

**Was key returned within 24 hours of pickup?**    **Yes**    **No**

**If refunded, by whom?** \_\_\_\_\_

**Date:** \_\_\_\_\_

**If deposit is refunded, name of person receiving refund:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Customer**

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



## City of Rincon

### Community Center Lease

This lease is made between \_\_\_\_\_, herein called Lessor, and the CITY OF RINCON.

CITY OF RINCON hereby offers to lease to Lessor the premises situated in the City of Rincon, County of Effingham, State of Georgia, described as VERNON C. HINELY COMMUNITY CENTER, upon the following TERMS AND CONDITIONS:

Term and Rent. CITY OF RINCON demises the above premises for a term of \_\_\_\_\_ days, commencing \_\_\_\_\_, 20\_\_\_\_, and terminating on \_\_\_\_\_, 20\_\_\_\_ or sooner as provided herein at the rental of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

Use. Lessor shall use and occupy the premises for \_\_\_\_\_. The premises shall be used for no other purpose. The premises will not be used for any purpose that violates Federal, State or Municipal laws as relates to decency. 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. Lessor shall surrender the same, at termination hereof, in as good condition as received.

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

Ordinances and Statutes. Lessor shall comply with all statues, 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 Lessor, to include noise limitations.

Assignment and Subletting. Lessor shall not assign this lease 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 Lessor, or any other person or to any property, occurring on the demised premises or any part thereof, and Lessor agrees to hold CITY OF RINCON harmless form any claims for damages, no matter how caused, and Lessor expressly agrees to indemnify CITY OF RINCON for the expense of any such claims for damages.

Security Deposit. Lessor shall deposit with CITY OF RINCON on the signing of this lease the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) as a security for the performance of Lessor's obligations under this lease, including without limitation the surrender of possession of the premises to CITY OF RINCON as herein provided.



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Attorney's Fees. In case suit 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 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 lease shall be declared invalid or unenforceable for any reason by a court of competent jurisdiction, Lessor and CITY OF RINCON hereby declare the such provision shall be severable, and that all remaining provisions of this lease shall remain in full force and effect.

Signed, sealed and delivered in the presence of:

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

By  
Lessor

By  
CITY OF RINCON