

OAKWOOD COMMUNITY CENTER LEASE AGREEMENT

CITY OF OAKWOOD
P.O. BOX 99
4035 WALNUT CIRCLE
OAKWOOD, GEORGIA 30566
770-534-2365

DATE: _____
TYPE OF EVENT: _____
LIVE BAND: YES _____ NO _____
ADMISSION CHARGE: YES _____ NO _____
SECURITY NEEDED: YES _____ NO _____

PLEASE FILL OUT COMPLETELY; LEASE IS VOIDED IF NOT COMPLETED, SIGNED AND APPROPRIATE FEES PAID.

FACILITY DESIRED: COMMUNITY CENTER #1 _____ TIME BEGINS: _____ ENDS: _____
COMMUNITY CENTER #2 _____ TIME BEGINS: _____ ENDS: _____

DATE FACILITY DESIRED: _____
ORGANIZATION DESIRING LEASE: _____
REPRESENTATIVE: _____
MAILING ADDRESS: _____
BUSINESS PHONE: _____ HOME PHONE: _____
MOBILE PHONE: _____ OTHER: _____
EXPECTED ATTENDANCE: _____

FACILITY	FEES & CHARGES:		TOTAL FEE
	DAILY FEE	#DAYS USAGE	
DAMAGE DEPOSIT	_____	_____	_____
CURFEW EXTENSION	_____	_____	_____
OTHER	_____	_____	_____
TOTAL DUE	_____	_____	_____

IF MANAGEMENT DETERMINES THAT POLICE PROTECTION IS REQUIRED, LIST THE OFFICER'S LESSEE HAS CONTRACTED TO BE ON DUTY: _____

Having read all rules and regulations of this lease and any attached governing the rental of the above listed facilities; I/We hereby agree to abide by same and agree to be responsible for proper use of said facility as agreed in this contract. I acknowledge receipt of facility/park regulations.

LEASEE: _____ DATE: _____

DEPOSIT PAID: CK # _____ CASH: _____ REC.# _____ AMOUNT: \$ _____ DATE PAID: _____
FEE PAID: CK# _____ CASH: _____ REC.# _____ AMOUNT: \$ _____ DATE PAID: _____

CITY AGENT: _____ DATE: _____

DATE KEY RECEIVED: _____ KEY NO. _____ DATE RETURNED: _____

DEPOSIT REFUNDED: YES _____ NO _____ (REASON) _____ LATE/KEY FEE: \$10.00 _____
CK # _____ DATE _____ AMOUNT \$ _____

PICK UP KEY ON: _____

CONFIRMED KEY PICK UP: _____

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I acknowledge the following:

- *Your scheduled time for leasing the community center is specified on the Oakwood Community Center Lease Agreement.*

Lease times are seven days a week, 10:00 am – 4:00 pm or 5:00 pm – 10:00 pm.

- ***Any leasee entering or remaining in the community center outside of the specified lease time (as shown on the Oakwood Community Center Lease Agreement) will automatically forfeit said deposit.***
- *Should you violate the lease agreement and enter the build your items are subject to removal by the city staff and/or their designated person.*
- *With the exception of perishables, items may be claimed the next business day.*
- *The city will not assume any responsibility for items that may be lost, stolen or unaccounted for.*
- *Amusement Items (Moonwalks, Waterslides, etc.), Petting Zoos and similar forms of outdoor entertainment are prohibited within the park area.*
- *No grills.*
- *No refund will be issued should you fail to pick up the key prior to your event. Business Hours are between 8:00 am – 4:00 pm, Monday through Friday.*
- *There is a \$10.00 late fee if the key is not returned on the following business day.*
- **OUTSIDE PAVILION IS NOT PART OF LEASE AGREEMENT.**