

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: _____

<u>FACILITY</u>	<u>FEES & CHARGES:</u>		<u>TOTAL FEE</u>
	<u>DAILY FEE</u>	<u>#DAYS USAGE</u>	
DAMAGE DEPOSIT	_____	_____	_____
RENTAL FEE	_____	_____	_____
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: _____

**OAKWOOD COMMUNITY CENTER
Lease Agreement**

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.*

I have read and agree to the above on this of _____

Leasee