

# RENTAL APPLICATION



**Leroy Rogers**  
**Multi-Purpose/Senior Citizens Center**  
**315 West Second Street**  
**Tifton, GA 31794**  
**(229)-556-6189 or 229-391-9299**

**Rental Fees: Deposit \$300 (No Exemptions)**  
**Fire Marshall's capacity is 300**

**Per Hours.....\$60 Per Hour**

**Whole Day (8am to 11pm).....\$535 flat rate**

**Use of Kitchen .....\$60 flat rate**

**NOTE: Reservation can only be confirmed after a \$300 deposit has been issued to the Leroy Rogers Multi-Purpose/Senior Citizens Center along with a completed application packet.**

**The Renter Party is responsible for cleaning the building after each use by the scheduled time on the application. The Renter Party is also responsible for his/her own set up.**



APPLICATION FOR USE OF THE
LEROY ROGERS MULTI-PURPOSE/SENIOR CITIZENS' CENTER

R. H. McMillian Assembly Room
315 W. 2nd Street, Tifton, GA 31794
Ph. (229)391-3956 fax (229) 391-3979
Email: npatrick@tifton.net

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_
(P. O. Box alone not acceptable - Physical Address required)

Telephone: \_\_\_\_\_ Home Business / Work

Place of Employment: \_\_\_\_\_

2nd Contact Person: \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of Rental \_\_\_\_\_ Hours of Rental From \_\_\_\_\_ to \_\_\_\_\_

Total Hours to be paid for (setup and cleanup is included in rental time) \_\_\_\_\_

Planned Event: \_\_\_\_\_

Are you charging fees at your event? \_\_\_\_\_

Please note that falsification of your application shall result in cancellation of event and forfeiture of all fees, deposits, and full obligation to on site building supervisor.

Are you renting: (\$60) Kitchen \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ (Fire Marshall Capacity is 300)

ALL EVENTS MUST BE CONCLUDED BY 11 PM!

Note: All fees must be paid 1 month prior to the date of the event. Failure to comply may result in the building not being available.

Signature of Applicant-(Person Responsible for Renting Facility) Date

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(Office use only)

Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Cash/Check/CC (#): \_\_\_\_\_ Receipt #: \_\_\_\_\_ (5/2013)



**Leroy Rogers Multi-Purpose / Senior Citizens Center  
Facility Utilization Agreement  
Adopted By The Tifton City Council  
Revised and Effective May 2013**

The City of Tifton is pleased to have this facility for our citizens' use. The construction of this center was made possible by a grant from the Georgia Department of Community Affairs. The operations and maintenance of the facility are the responsibility of the City of Tifton.

The City has adopted rules and regulations for the use of the facility. They are attached along with a facility utilization agreement and fee schedule.

Senior citizens will be permitted to use the facility Monday through Friday from 8:00 a.m. to 5:00 p.m. at no charge. However, use of the Assembly Room must be scheduled as stated below.

Evening and weekend rental fees will be charged. The Assembly Room will be booked on a first come, first served basis for any approved event.

Scheduling will be processed through the office of the Senior Citizens Center Director/Site Manager, located at the Senior Center on 315 W. 2<sup>nd</sup> Street. For more information, please contact the Director of the center, at 391-9299 or Site Manager, at 391-3956 or by e-mail. Another contact phone number only in the case of emergency is the Police Dept: 382-3132.

Thank you for your cooperation and support in preserving this facility for the present and future.



**Leroy Rogers Multi-Purpose / Senior Citizens Center  
Facility Utilization Agreement  
Adopted By The Tifton City Council  
Revised and Effective May 2013**

I/We, \_\_\_\_\_ do hereby agree to the following rules and regulations concerning the use of the Leroy Rogers Multiple Purpose Senior Citizens Center and surrounding premises.

1. Agree to indemnify and hold the City of Tifton harmless for any personal injuries or property damages resulting from the conduct of any person/persons on the Center's property while the Center is rented in my/our name, and accept full responsibility of any damages that occur during the time the facility is rented.
2. Agree to pay the City of Tifton for all repairs resulting from damages while the Center is rented.
3. Required to have responsible attendants/security on site at the Center for the entire function.
4. Consent to Police officers patrolling the parking lot and entering the building during my function.
5. Will not allow any person attending the function to possess any firearm, knife, or other weapon while present on the Center's property during my function.
6. **Smoking or drinking alcoholic beverages or any illegal substance is prohibited on the premises.**
7. The facility will be left in the same condition as it was found. This includes sweeping, mopping, and cleaning fingerprints off of the glass doors, etc. Failure to do so will result in forfeiture of the **\$300.00** deposit and exclusion of future rental of the center.
8. Will ask any unwanted persons at my function to leave at once, and should they fail to do so, I will call the City Police Department at 382-3132 and request assistance.
9. Agree to pay for the use of the Center as stated in the fee schedule attached.

10. Understand and agree that if staff from the City Manager's Office, City Clerk's office, or Police Department observes inappropriate activities, that they have the authority to remove me and my party from the premises and lock the building.
11. If for any reason the function is postponed due to an act of God, fire, power outage, etc. I will make other arrangements for my function on my own. I fully understand that this could happen due to unexpected electrical and plumbing problems, fire, natural disaster, emergency meetings of public safety officials, overbooking, etc. In the event that I am asked to postpone, I understand my rental fee will be refunded in full.
12. **Agree that nothing will be affixed to the walls or floors with tape, glow sticks, glue, nails, pins, or anything that will damage the walls or floors.**
13. **If kitchen facilities are rented**, I agree that the kitchen will be cleaned, swept, mopped, and in order. I understand that the City of Tifton or the Leroy Rogers Center does not supply pans, utensils, coffeepots, etc. Kitchen rental only includes the utilization of the kitchen. The rental party is responsible for any kitchen necessities. If the kitchen is not cleaned, a **\$100** cleaning fee will be charged to the renter.
14. Agree that the kitchen only be used if I have paid the kitchen rental fee and deposit.
15. Agree that when leaving the building all lights will be turned off, doors securely locked, and heating/air-conditioning thermostats will be turned to 79 degrees for cooling and 68 degrees for heating.
16. Agree that all fees be paid 1 month prior to the schedule event date. This confirms my reservation. Not complying with this rule could result in cancellation.
17. Agree to sponsor my event for only the hours reserved as per my contract. Any additional hours must be paid for. My contract must include set up and clean up time.
18. **Two supervisors are required for all events with 100 or more in attendance.**
19. Agree that the contractual **balance shall be paid in full 30 days in advance** of the event date. If at time of scheduling the event, the date is within 30 days of contract, payment in full is due upon signing of contract.
20. Agree that if I no longer need to rent the building, I will cancel my reservation with the center 1 month in advance. Failure to make notification of cancellation in advance of the agreed time frame will result in a \$100.00 fee.
21. **Agree that the Renter party is responsible for all setup and clean up.**
22. **Agree that my deposit can and may be withheld if anyone who interacts, participates, or is involved in my event violates any rules within this contract. I understand that this rule will strongly be enforced if such action where fighting, smoking in non smoking areas, and potential indications of drinking alcoholic beverages are involved.**
23. Agree that my event must be completed and over by 11 pm.

24. Agree to have the building cleaned within 2 hours after the event is over.
25. Agree and acknowledge that falsification of application shall result in cancellation of event and forfeiture of all fees, deposits and full obligation to on site City of Tifton Building supervisor.
26. Agree that children must be monitored and accompanied by an adult at all times.
27. **SECURITY: ALL DANCE PARTIES MUST HAVE SECURITY: Security is required for all Dance Parties: Arrangements should be made by renters to obtain security through appropriate Licensed, Bonded Security Agencies or by the retention of any off duty Local Law Enforcement Officer, with the permission of their supervisor provided the same is POST Certified Peace Officer. Fees are payable to security personnel as set forth by security agreement between renters and said party.**
28. Building Supervisor has the final discretion of continuation of event considering the following: (a) Conduct and demeanor of event participants; (b) Safety of supervisor and event participants, and (c) Probability that City property may be damaged or abused.
29. Agree that if I am charging fees at my event, I must include a business license along with rental application. Business licenses can be obtained at City Hall tax office.
30. I understand that if I or participants at my event are involved in violations of any of these rules, The City of Tifton has the discretion of not renting the building to me again

**Failure to follow any of the above will forfeit your deposit fee and further rental of the facility.**

*We ask your help in keeping our **Senior Citizen** building in good condition. We thank you for your consideration and patronage of using our facility.*

**Signature of Person Renting Facility and agreeing to terms:** \_\_\_\_\_

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

**Phone Number:**



**BUILDING SUPERVISOR**

**I understand that there will be a supervisor present at my event. I understand that all supervisory fees are included in the rental charges.**

\_\_\_\_\_  
**Applicant Signature**

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