CITY OF LAUREL

FACILITY RENTAL CONTRACT

City of Laurel Recreation Dept.
P.O. Box 647
Laurel MS 39441
Phone: (601) 428-6452

Please be aware that this contract will not be approved until payment of the deposit has been received.

Contact Information:

Date:_____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Email Address: _____

Organization Name:_____ Telephone:_____

Facility or Room preferred:_____

Preferred Date: _____ Activity being held:_____

Length of use:_____ Start Time:_____ End Time:_____

Estimated number of participants: _____ Alcohol Permitted?:_____ Minors Involved?:_____

Please describe event in detail:_____

_____Insurance required: ____YES _____NO (if yes, Insurance Certificate must be provided)

Special Needs:_____

Rental Fee: $_____ Date Paid:_____ Received by:_____

Deposit Fee: $_____ Date Paid:_____ Received by:_____

Balance: $_____ Date Paid:_____ Received by:_____

I certify that the information given above is true to the best of my knowledge, and I have been given and read the Guidelines for City facilities and the Code of Conduct for City Facilities. I understand that this agreement shall be null and void if any of the above information is found to be false or if any portion of the guidelines are violated during my use of a City facility. Failure to follow the Guidelines for Use of City of Laurel Recreation Facilities and the Codes of Conduct may result in forfeiture of the facility security deposit.

_____ DATE: _____
Applicant's Signature

NOTE: For events concerning minors, security is required and must be provided at the Renter's expense.

PLEASE RETURN APPLICATION TO THE FACILITY WITH YOUR DEPOSIT OR MAIL THE APPLICATION WITH A CHECK OR MONEY ORDER (DO NOT SEND CASH) TO THE LISTED ADDRESS:

City of Laurel Recreation Dept.
ATTN:FACILITY RENTAL
P.O. Box 647
Laurel MS 39441

(For office use only) Date:_____

Approved: _____YES _____NO

If no, reason: _____

_____

CITY OF LAUREL RECREATION DEPARTMENT
GUIDELINES FOR USE AND RULES OF CONDUCT

Adherence to these guidelines is required for use of Laurel Recreation Department facilities. Violation of these guidelines will cause rental contract to become null and void. All reservations must be made at least two weeks prior to requested date.

1. Persons or organizations requesting rental of the facility are required to furnish proof of age. Applicants must be 25 years of age. Renters are responsible for any damage or theft to the facility and/or equipment that occurs during the applicant's occupancy, regardless of the cost. A $100.00 refundable deposit is required for each rental of the facility to be used in the event that the facility or its furniture is damaged in any way. If the facility and its furniture do not incur damage during the rental, the deposit will be refunded within 5 working days of the rental time.

2. Smoking is not permitted inside public facilities. (INDOORS)

3. All garbage and food must be collected and left in trash receptacle at the rear of the facility at the end of the applicant's rental time.

4. Furniture may not be removed from the facility.

5. No nails, staples, tacks, tape or other adhesives may be used on the walls or any other surface in the facility.

6. Rental times include set-up and take-down. All items brought into the facility must be removed within the reservation hours stated on the rental agreement contract. No additional time will be allowed unless paid for at the rate of $100.00 per hour. This includes all decorations, food, additional chairs, backdrops, etc.

7. The City of Laurel does not provide security for organizations renting this facility, and the City of Laurel is not responsible for theft or damage that may occur to the vehicles or other belongings of those renting this facility. The City of Laurel **requires** that organizations using this facility for events concerning minors enlist the services of a security guard during the rental time.

8. The condition in which the premises are left after the use of the facility will determine the future approval of use of Recreation Dept. facilities.

9. Applicants shall not permit disruptive, lewd, or sexual behavior, or the use, possession or distribution of any pornographic material, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or allow illegal acts to be committed on City property.

10. All applications for rental must be approved by the appropriate facility manager or the Recreation Administrator's Office.

11. The City of Laurel Building Code requires that a facility not exceed its occupancy level in order to insure the safety of those present in case of fire. (See next page for rates and max occupancy)

12. There shall be no cover charges unless approved by the Recreation Superintendent, or his designee. The attendant present is in charge of the building and shall have the authority to take measures to ensure that all rules are followed.

13. Names of security and chaperons must be provided 2 days prior to the reservation date. Chaperons and security must be present before event starts and until the last patron has left.

14. Reservations for facilities must be made at least 2 weeks prior to the date of desired use. ***Reservations are not finalized until payment of the deposit is received.***

15. In the event that a reservation must be canceled, the Manager's Office personnel must be notified two weeks prior to the reservation in order to be refunded deposit amount.

16. The individual who signs the rental agreement assumes responsibility for the actions of those present at the Recreation facility during the rental time stated on the contract. Any applicant granted use of this facility may not assign his/her rental time to another person, group or organization.

17. Facility lessee will hold City of Laurel harmless of any injury of person, equipment, and or possessions during the period of rental, except where the City may be deemed negligent.

18. Any deviation from this contract must be authorized by the Recreation Department.

19. If concessions are applicable, then Coca-Cola products must be used.

20. Facility Lessee must provide the Recreation Department with a copy of an Insurance Certificate if applicable..

RULES OF CONDUCT

RESPECT THE CITY FACILITIES AND THEIR STAFF, AS YOU ARE OUR GUEST.

NO SMOKING ALLOWING IN CITY BUILDINGS.

ALL FUNCTIONS MUST END BY 1:OOAM. FUNCTIONS WHERE MINORS (UNDER 18 YEARS OF AGE) ARE CONCERNED MUST END BY 10:30PM TO MEET CITY OF LAUREL CURFEW LAW.

THE PERSON RENTING THE FACILITY MUST BE PRESENT AT THE EVENT, AND WILL BE HELD RESPONSIBLE FOR DAMAGES OR DISRUPTIVE BEHAVIOR.

THERE MUST BE AT LEAST ONE CHAPERONE PER 25 PERSONS WHEN THERE ARE MINORS INVOLVED.

NO SMOKE, FOG, DRY ICE MACHINES OR SIMILAR TYPE APPARATUS ARE ALLOWED.

LIGHTS MUST REMAIN ON DURING NIGHT FUNCTIONS, UNLESS APPROVED BY STAFF.

THE STAFF MEMBERS ON DUTY HAVE FINAL SAY ON ALL RULES, DISPUTES, ETC.

ENJOY YOURSELF SAFELY!

CITY OF LAUREL

FACILITY RENTAL RATES

TRAIN DEPOT

(601) 649-7013

- LAUREL ROOM HOURLY $100
- LAUREL ROOM (12HRS) $600
- FREIGHT ROOM HOURLY $50
- FREIGHT ROOM (12 HRS) $450
- ENTIRE DEPOT (12HRS) $850

***$100 SECURITY DEPOSIT REQUIRED** (Refundable if notified 2 weeks prior to reservation date)*

OCCUPANCY LEVELS (PER BUILDING CODE)

- **DEPOT LAUREL ROOM 200 MAX**
- **DEPOT FREIGHT ROOM 75 MAX**

OAK PARK ALUMNI BUILDING

(601) 428-6451

- HOURLY RENTAL $100
- RENTAL (12HRS) $600

***$100 SECURITY DEPOSIT REQUIRED** (Refundable if notified 2 weeks prior to reservation date)*

OCCUPANCY LEVEL: 146 MAX

OAK PARK FIELDHOUSE

- MEETING ROOM (HOURLY) $50

***$100 SECURITY DEPOSIT REQUIRED** (Refundable if notified 2 weeks prior to reservation date)*

OCCUPANY LEVEL: UPSTAIRS - 95 MAX

DOWNSTAIRS - 50 MAX PER ROOM

CAMERON CENTER

PHONE (601) 428-6449

- EXERCISE ROOM HOURLY $50
- GAME ROOM HOURLY $100
- MEETING ROOM HOURLY $50
- GAME ROOM (12 HRS) $600
- GYM (12HRS) $600

***$100 SECURITY DEPOSIT REQUIRED** (Refundable if notified 2 weeks prior to reservation date)*

OCCUPANCY LEVELS (PER BUILDING CODE)

- **GYMNASIUM 450 MAX**
- **GAME ROOM 250 MAX**
- **MEETING ROOM 25 MAX**
- **EXERCISE ROOM 40 MAX**
- **BALCONY 40 MAX**

LT ELLIS CENTER

PHONE (601) 428-6451

- MEETING ROOM HOURLY $50
- GYM (12HRS) $600

***$100 SECURITY DEPOSIT REQUIRED** (Refundable if notified 2 weeks prior to reservation date)*

OCCUPANCY LEVELS (PER BUILDING CODE)

- **GYMNASIUM 500 MAX**
- **GAME ROOM 50 MAX**
- **MEETING ROOM 25 MAX**

FIELD RENTALS (ALL CITY FIELDS)

BASEBALL, SOFTBALL, FOOTBALL, SOCCER

CALL THE RECREATION DEPT AT (601) 428-6452 TO BOOK A FIELD.

- TRAVEL TEAM PRACTICE (HOUR) $15
- PRACTICE WITH LIGHTS (HOUR) $25
- TOURNAMENT RENTAL PER FIELD $150