

**City of Metter Depot**  
**Facility Rental Policy & Procedures**  
**Revised 08/14/2023**

Please download the form and open it with **ADOBE READER** in order to submit it via email! An active email account is required.



The rental space of the Metter Railroad Depot is available for rental Sunday through Saturday from **8 a.m. to 12 a.m.** Clean up and off premises by **12:00 a.m.** on the same date. The building is located at 303 S.E. Broad St. **Reservations are to be made in person. Deposit and rental fee must be paid at the time of reservation. No phone reservations are allowed.** Rentals are considered on a first come first serve basis. **Names cannot be reserved on calendar until deposit and rental fee have been paid. This facility can be rented for special events but is not intended for long-term rental.**

The City of Metter and the Railroad Depot Committee will not be held liable for any miscommunication in regard to wrong dates, times, or other requests.

**Advance Reservation**

Reservations may be made **12** months in advance. All rentals are considered on a first come first serve basis.

**Cancellation/Refund**

If a reservation is cancelled within two-weeks or less of the event, the total rental fee will be forfeited. All cancellations must be **made in person** prior to the two-week period for your rental fee to be refunded. **DATE TO CANCEL:** \_\_\_\_\_

**Parking**

Parking is available in any public parking spaces in the vicinity of the Railroad Depot. The City of Metter and Railroad Depot Committee cannot be responsible for damage to cars and is unable to guarantee sufficient parking.

**Wi-Fi Password**

Metter123!

**Past Due Account**

Customers with a past due account with the City of Metter will be required to bring that account current before being able to rent the Metter Depot.

**Lessee's Responsibilities**

Each lessee is responsible for leaving each rental room clean and in order. This agreement is between the renter that is identified on the Reservation Contract and the City of Metter and the Railroad Depot Committee and may not be transferred, assigned, or sublet to any other party without written permission of the City of Metter and the Railroad Depot Committee.

The following list of lessee's responsibilities should be followed during and after your use of the rented space:

1. Lessee is only entitled to the date and hours specified at the time of reservation. **Rental agreement for the date reserved is from 8 a.m. to 12 a.m. All renters must be out of the building by 12 a.m. midnight.** The

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Metter Depot cannot be rented between the hours of 12:00 a.m. and 8:00 a.m., unless approved in advance by the City Manager.

2. Absolutely **NO DRUGS ARE ALLOWED ON OR AROUND THE FACILITY. SMOKING IS NOT PERMITTED IN THE INTERIOR OF THE BUILDING.** (Designated areas outside are provided for smokers.)
3. **GAMBLING in any form is NOT PERMITTED.**
4. **Glass bottles are not allowed on the premises.**
5. **No subleasing of the building. (ex. Renting booths, tables, or space within the building)**
6. Setting up and storing tables and chairs will be the responsibility of the lessee. **The room must be left clean , in order, the chairs and tables must be put back as they were found in the big room. IF THE CHAIRS AND TABLES ARE NOT PUT BACK IN THE BIG ROOM, YOUR DEPOSIT WILL NOT BE REFUNDED.** Lessee is responsible for throwing away all debris, perishables, and sweeping and mopping the floor. (Broom and trashcans are made available.) Once debris and/or garbage have been placed in the poly-carts, these poly-carts must be placed adjacent to the curb on North Leroy Street. All trash must be cleaned up around the outside of the building.
7. **The Lessee shall not place ANY staples, tape, or ANY nails on the walls. Tables and chairs will not be loaned out for any reason.**
8. The lessee is asked to be cautious with any outside activity on the enclosed porch. The lessee **shall be responsible for any damage done to the screening on the enclosed porch. NO SMOKING IS ALLOWED ON THE ENCLOSED PORCH.** The lessee **shall not grill or cook** on the screen porch of the facility. All outside cooking/ grilling shall be done on the grounds **only**.
9. **Control of lights, thermostats, and other equipment, as well as locking and unlocking doors, are the responsibility of the lessee.**
10. All items used in lessee's activity must be removed or properly and neatly stored if activity is ongoing.
11. **Lessee is responsible for any facility damages** that occur during rental period and will be expected to pay for any necessary repairs over and beyond deposit amount.
12. **The lessee at No time shall be allowed to use a SMOKE MACHINE or any PYROTECHNICS at this facility.**
13. In accordance with **THE LOCAL FIRE CODE**, at no time during the rental of this facility shall the lessee have the exit doors locked for any reason.
14. **IN CASE OF EMERGENCY, IMMEDIATELY ADVISE THE PROPER AUTHORITIES.**

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15. The City of Metter, Metter Police Department and the Candler County Sheriff Department shall have the authority to enforce these regulations and to request a group to leave and close the center.
16. All teenage functions at the Metter Depot shall be chaperoned by responsible adults (an adult is a person 21 years of age or over). A minimum of 1 chaperone to 10 children is required.

**Deposit and Rental Fee**

**Individual Rental**

		<u>1 Day</u>	<u>Each Additional Day</u>
Deposit		\$300	\$0
Rental Fee		\$300	\$150

**Business Rental**

		<u>1 Day</u>	<u>Each Additional Day</u>
Deposit		\$300	\$0
Rental Fee		\$400	\$200

**Chamber of Commerce Member Rental**

		<u>1 Day</u>	<u>Each Additional Day</u>
Deposit		\$300	\$0
Rental Fee		\$350	\$175

Payment can be made by cash, credit card, money order, personal check, organization or club check, business check, or cashier check made payable to the **City of Metter**. The deposit check shall be a separate check made payable to the City of Metter. The deposit is refundable after the event, as long as the building is clean and in order.

If you cancel your reservation within two weeks or less, you will forfeit the total rental fee.

The City of Metter will charge a **\$35.00** fee for any check returned, in addition to the required rental fee. Failure to pay will result in loss of rental privileges.

**Depot Keys**

Keys cannot be given out until the day before the event. Key has to be picked up before the close of business at **5:00 p.m.** The Depot key is to be returned to the City Hall night deposit (drop box) if City Hall is closed (each day) or at closing time after the scheduled rental. It is not to be kept overnight after the event. **If it is kept overnight, there will be a \$25.00 charge deducted from the key/damage deposit.**

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\_\_\_\_ YES, I have received a copy of the Building Rental Procedures for the Metter Railroad Depot Rental Contract.  
**Initial** I understand all the requirements for the use of this facility.

**RELEASE, COVENANT NOT TO SUE , AND INDEMNIFICATION AGREEMENT**

As an inducement for and in consideration for the undersigned’s rental of a space from the City of Metter and the Metter Railroad Depot Committee, the undersigned hereby indemnifies and holds harmless the Metter Railroad Depot Committee and the City of Metter, its elected officials, staff, or authorized agents from and against any and all injuries, damages, claims, actions, causes of action, liability (including liability for negligence), and expenses (including without limitation reasonable attorney’s fees) arising from or in any manner connected with the rental and use of said facility by the undersigned.

The undersigned further hereby fully and forever releases and discharges the Metter Railroad Depot Committee and the City of Metter, its elected officials, staff, or authorized agents from any and all known and unknown, anticipated, or unanticipated occurrences, arising from or in any manner connected with and its affiliated organizations and their directors, officers, employees, and agents for any such claims, demands, damages, actions, or causes of action.

**WARNING**

**Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.**

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Signature

\_\_\_\_\_  
Date

<b><u>Items</u></b>	<b><u>Number</u></b>	
New folding chairs	101	(\$45.00)
New round tables	16	(\$160.00)
New 8' folding tables	03	(\$145.00)
New 6' folding tables	02	(\$95.00)