

City of Metter Old Depot  
Facility Rental Policy & Procedures

The rental space of the Metter Railroad Depot is available for rental Sunday through Saturday between the hours of **8 a.m. and 11 p.m.** Clean up and off premises by **12:00 a.m.** on the same date. The building is located at the corner of North Leroy and Southeast Broad Streets (Ga. Hwy. 46 E); the address is 303 S.E. Broad Street, Metter, GA. ***Reservations are to be made in person. 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. (See attached sheet for Room Rentals and Fees.)

The City of Metter and the Railroad Depot Committee will not be held liable for any miscommunication in regards 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**

Any cancellations made **72** hours prior to the rental date will result in forfeiture of the rental fee.

**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. Only catering vehicles are allowed to park on the grass area adjacent to the building. Everyone else must park in the parking spaces in the vicinity.

**Lessee's Responsibilities**

Each lessee is responsible for leaving each rental room and the grounds 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 hours specified when reservation is confirmed. Lessee will be charged accordingly for any additional time. All renters must be out of the building by the specified time on the Rental Contract. The Railroad Depot Facilities cannot be rented between the hours of **12:00 a.m. – 8:00 a.m.**, unless approved in advanced 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. 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**. Lessee is responsible for throwing away all debris, perishables and for

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sweeping 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. **The Lessee will not place ANY staples or ANY nails on the walls.**

4. 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.
5. The lessee shall not grill or cook on the screen porch or on the wood deck area of the facility. All outside cooking/ grilling shall be done on the grounds only.
6. All items used in lessee's activity must be removed or properly and neatly stored if activity is on going.
7. 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.
8. The lessee at No time shall be allowed to use a SMOKE MACHINE or any PYROTECHNICS at this facility.
9. 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.
10. **IN CASE OF EMERGENCY, PLEASE ADVISE CITY CLERK IMMEDIATELY OR CONTACT THE PROPER AUTHORITIES.**
11. The City of Metter, Metter Police Department and the Candler County Sheriff Departments shall have the authority to enforce these regulations and to request a group to Leave and close the depot.
12. All teenage functions at the 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.

**RENTAL & DEPOSIT FEES**

The current **rental rate is \$250 per night** made payable in a personal check, organization or club check, business check, or cashier check made payable to the "**Better Metter, Inc.**" The current **deposit rate is \$300**, which is refundable after the event as long as the building is clean and in order. This check shall be a **separate** check made payable to the "**City of Metter.**"

If someone wants to rent the Depot for **two nights the rental fee is \$375.00** for both nights and the **deposit rate is \$350.00**. If you cancel your reservation within two weeks or less, you will forfeit your deposit and both night rentals of the Depot.

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The City of Metter will charge a **\$35.00** fee for any check returned, in addition to the required rental fee. Failure to pay these monies will result in the permanent disbarment from using the facility.

Names cannot be reserved on calendar until **\$300** deposit is made and **\$250** fee **has to be paid** two weeks in advance.

\_\_\_\_\_ YES, I have read and received a copy of the Building Rental Procedures for the Metter Railroad Depot Rental Contract. 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.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Key cannot be given out until the day before the event. It has to be picked up before **5:00 p.m.**

Keys can be given out for customers to check on table sizes.

(Rev. 09/2016)