

City of Metter Community Center
Facility Rental Policy & Procedures

The rental space of the Metter Community Center is available for rental Sunday through Saturday from **8 a.m. to 11 p.m.** Clean up and off premises by **12:00 a.m.** on the same date. The building is located 435 N. Rountree 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 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 Metter Community Center. The City of Metter cannot be responsible for damage to cars and is unable to guarantee sufficient parking.

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 may not be transferred, assigned or sublet to any other party without written permission of the City of Metter.

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 Metter Community Center cannot be rented between the hours of **12:00 a.m. – 8:00a.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 rooms must be left clean, in order, the chairs and tables must be put back as they were found in the storage room. IF THE CHAIRS AND TABLES ARE NOT PUT BACK IN THE STORAGE ROOM, YOUR DEPOSIT WILL NOT BE REFUNDED.** Lessee is responsible for throwing

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away all debris, perishables and for sweeping the floor. (Broom and trashcans are made available.) Poly-carts are provided at the rear of the building for debris and/or garbage. All trash must be cleaned up around the outside of the building.

4. Absolutely no hanging of decorations from ceiling or walls. The lessee will not place ANY staples or ANY nails on the walls or ceilings.
5. Tables and chairs will not be loaned out for any reason.
6. All items used in lessee's activity must be removed or properly and neatly stored if activity is ongoing.
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 AND 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 center.
12. All teenage functions at the Community Center 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.

The rental rate for the large banquet room including the kitchen is \$125.00 per night. The rental rate for the small North room which does not include the kitchen is \$50.00 per night made payable in a personal check, organization or club check, business check, or cashier check made payable to the City of Metter. The rental rate for both rooms is \$175.00. The deposit rate is \$100.00, 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.

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.

