

# Bethlehem Community Center Rules and Regulations

**Release of Liability:** In consideration of the use of the premises, the User hereby releases and holds harmless the Town of Bethlehem, their officials, officers, board members, employees, or representatives from any liability or responsibility for any damages to the person or property of User. User's guests, invitees, or other persons, arising out of or any way connected with the User's use of the premises. User agrees to indemnify the Town of Bethlehem for any costs or damages. User agrees to indemnify the Town of Bethlehem for any costs or damages to any person or any person's property arising out of or connected in any way with the User's use of the premises and further agrees to pay all costs of defense, including attorney's fees and court costs incurred by the Town of Bethlehem or their officials, officers, board members, employees or representatives.

**Reservations:**

- 1) The Town of Bethlehem and town-related activities take precedence over all other requests for use of these premises.
- 2) All reservations are to be made through the Town Clerk office. Office hours are Monday-Friday, 1 – 5 p.m. Reservations are booked on a first-come, first served basis.
- 3) Any individual or organization using the Community Center building (Lessee) shall pay a rental fee and must sign a fee schedule and lease agreement and lessee shall be responsible for supervising all activities on the premises during a scheduled event.
- 4) A \$250 damage/clean-up deposit is required on the room rental. It is refundable if the final walk-through by a town representative is acceptable including clean-up or damage.

**Kitchen facility:**

- a) Lessee utilizing the kitchen facility shall be responsible for insuring that the stove is turned off and left clean and the refrigerator is cleaned, its doors closed and no food or beverage items are left behind.
- b) The kitchen shall be left clean. All dishes, utensils, silverware and the like shall be washed, dried and returned to the proper place. Countertops shall be left clean and dry.
- c) Lessee is responsible for insuring that all water is turned off and all garbage or trash removed from the building by the time of their departure. Trash containers are in back of the building.

**Floors:**

- 1) Carpeted areas must be vacuumed and all spots removed from carpet.
- 2) Kitchen and other non-carpeted areas should be left cleaned and mopped.

**Smoking:** No smoking or use of tobacco products is allowed in the building and at designated areas only outside.

**NO ALCOHOLIC BEVERAGES** shall be permitted anywhere on the premises during any scheduled event.

**Use of Equipment:** User shall be allowed to use the equipment, tables and chairs on the premises, but the equipment, tables and chairs shall not be removed from the premises.

**Hours of Operations:** All events shall end by 12 a.m. and the building shall be empty of all persons by 12:30 a.m. No event shall start earlier than 6 a.m.

**Decorations:** User shall not use any wall decorations. Only table and floor decorations are permitted. Absolutely no tape, hooks, pins, nails and /or screws are permitted on the walls.

**Damaged premises:** User agrees to pay the full cost of any repairs deemed necessary in the sole discretion of the Town of Bethlehem for any damages caused by the User or its guests or invitees or by any other person in connection with the event. User accepts the premises in their current condition, as is, and agrees, that they are fully suited for the purpose of the event.

**General Conditions:** The premises shall not be used in violation of any regulation of law or any governmental body nor in any manner to create any nuisance or trespass, or in such a manner as to endanger the construction capabilities of the premises. The user, its guests and invitees shall use the parking area adjacent to the premises and the parking area shall be left free of trash.

Initials: \_\_\_\_\_

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

***Town of Bethlehem Community Center  
750 Manger Avenue  
Bethlehem, GA 30620  
770-867-0702***

**Fee Schedule and Lease Agreement**

Leesee: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number \_\_\_\_\_ Contact person \_\_\_\_\_

Type of Event \_\_\_\_\_

Will there be a caterer? ( ) Yes ( ) No

The Community Center Lease is for a period of 8 hours beginning  
\_\_\_\_\_ a.m. \_\_\_\_\_ p.m. on \_\_\_\_\_ (date) and  
ending: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. on \_\_\_\_\_ (date).

(ALL EVENTS SHALL CONCLUDE NO LATER THAN 12:00 A.M.)

**Alcohol anywhere on the premises is NOT permitted**

**Fee: \$275** \_\_\_\_\_

**Deposit: \$250** \_\_\_\_\_

The \$250 damage/clean-up deposit is required on room rental. It is refundable if the final walk-through is acceptable. The room will be checked by an authorized town representative before the deposit is returned.

I agree to the conditions set forth in the attached rules and regulations.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_