



Howard Warner Facility Rental Agreement

Leisure Services Department

25 Jefferson Street Newnan, Ga 30263

770-253-2682 x236

kmosley@cityofnewnan.org

_____ Renter must be 21 years of age or older to reserve the facility. By signing the agreement, he/she accepts and assumes responsibility for the group's adherence to the rules and for any damages to the facility and/or equipment that may occur as a result of the group's use. Renter or his/her designee who must be 21 years of age or older should be present at all times during the reservation times and children should not be left unattended.

_____ Renter agrees to abide by all Federal, State, and local laws and ordinances while on property.

_____ The facility may be reserved Monday through Sunday from 8:00 a.m. to 10:00 p.m. (excluding city holidays). Two time blocks are offered on Saturdays which are 8:00am – 2:30pm and 3:30pm – 10:00pm. Maximum length of facility use agreement is for two consecutive days. Groups or individuals may reserve the use of the facility once per month. The facility is available on a first-come, first-served basis by reservation. The City reserves the right to reassign scheduled dates if it is determined the facility is needed for purposes to benefit the City or the community.

_____ All outside equipment brought to the facility should be listed at the time the reservation is secured. All equipment, supplies and decorations must be removed after event.

_____ Tables and chairs for the facility are provided by the City. There are 100 chairs and 30 – 6' rectangle tables. All tables and chairs are stored at the facility. Renter is responsible for setting up and breaking down all tables and chairs. Tables and chairs must remain inside the facility and cannot be removed.

_____ The use of alcohol, tobacco, and profanity are strictly prohibited on the premises. Pets are allowed to assist with persons with a disability. Renters are also responsible for adhering to posted occupancy limits.

Maximum Occupancy for Howard Warner Facility		
<i>*While using tables and chairs</i>		
Gymnasium	405	200*
Multi-Purpose Room	162	80*
Classrooms	43	22*
Kitchenette	14	

_____ All access, walkways, ramps shall be kept open at all times. Vehicles are restricted to parking lots and streets where parking is permitted.

_____ Renter is responsible for clean up after the event. ***Please see check list.** Groups or individuals are responsible for providing their supplies including trash bags for cleaning up the facility. A fee may be charged if the group's use of the facility has resulted in a need for repair to furnishings and/or if excessive clean-up is required. Imposition of a cleaning fee will be at the discretion of the City. All trash should be removed from the facility and placed in the large trash containers outside at the rear of the facility.

_____ Safety First—If you need assistance with an emergency please call 911. An officer will then be dispatched to the property. Please have your proof of reservation to avoid any and all confusion.

_____ Cancellation Policy—Notice of cancellation of an event should be given to the City at least 24-hours in advance of the scheduled use of the pavilion. In the event of inclement weather, when 24-hour notice is not possible, the City should be notified of cancellations as soon as possible.

_____ Renter may not transfer the use of the facility to other groups or individuals.

I have received, read and understand the City of Newnan's Howard Warner Facility Rental Agreement and agree to comply. I understand that by signing this form, I will be held responsible for all fees and damages that may occur.

Print Name Signature Date

City Representative Signature Date



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Howard Warner Facility – Event Check List:

- Remove all trash and place in the large, rolling trash containers outside at the rear of the facility.
- Place all tables and chairs back in storage room.
- Check restrooms and remove all trash.
- Make sure warmer is turned off.
- Clean kitchenette area including warmer pans and refrigerator racks.
- Sweep and mop floors.
- Remove all equipment, supplies, food, and decorations.
- 10 minutes prior to leaving the facility, call the Park Attendant at 678-633-9677 to let them know your event is over and ask them to lock the door.
- Turn lights off.

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Print Name

Signature

Date

City Representative Signature

Date