



**City of Holly Springs
Community Center (old train depot)
Rules, Regulations and Application**

Person Responsible: _____
(individual, business or organization)

Address: _____

Phone: _____ **Alt Phone:** _____

Email: _____

Date of Event: _____
(MONTH) (DAY) (YEAR)

Time of Use: _____
(BEGIN) (END)

Purpose of Event: _____

Number of Attendees (including host, max capacity 64): _____

Rental Fees

City Resident Rates

\$175.00 for first four (4) hours and \$175.00 damage & cleaning deposit
\$25.00 for each additional hour

Non-City Resident Rates

\$325.00 for first four (4) hours and \$175.00 damage & cleaning deposit
\$25.00 for each additional hour

Non-Profit Organizations

One (1) meeting a month between Monday and Thursday at no charge
\$175 damage & cleaning deposit

Applicant must pick up a key from City Hall located at 3237 Holly Springs Pkwy, Holly Springs during normal business hours. Monday - Friday 8:00 a.m. - 5:00 p.m.

Deposit will be reimbursed within 15 days subject to favorable inspection of the premises after the event.

Total Rental Fee: _____

Signature: _____ **Date:** _____



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Welcome and thank you for selecting the City of Holly Springs Community Center (old train depot) for your event. In order to maintain the depot, you must adhere to the following rules and regulations.

Applicants please initial each of the rules and regulations below:

- The City of Holly Springs must approve all applications for use of the Community Center. An application must be submitted to the City of Holly Springs along with the rental fee and cleaning & damage deposit.
- The City of Holly Springs reserves the right to refuse approval of the use of the facility to any applicant when it deems the use would not be in the best interest of the City of Holly Springs Community Center.
- You must give the City of Holly Springs at least five (5) days notice of any cancellations. Failure to do so will result in the forfeiture of 50% of the deposit.
- All non-profit organizations will be permitted one (1) meeting per month at no charge between Monday and Thursday. Proof of your non-profit status is required.
- Applicant agrees that actions taken during the usage period are the responsibility of the individual, business or organization making application.
- Applicant agrees that the City of Holly Springs is held harmless in the event of any injury both personal and property that may occur in connection with use.
- Applicant must report any damage done to the Community Center.
- Applicant acknowledges that any damage to the Community Center will be the liability of the individual, business or organization approved for use and shall reimburse the City of Holly Springs for the cost of repair or damage.
- Applicant acknowledges any damage and/or cleaning charges in excess of the deposit amount, will be billed to the responsible party.
- Applicant agrees that **no tape, staples, or other types of adhesive** will be used to affix decorations. If any of these are used, 100% of the deposit will be forfeited.
- Applicant agrees not to remove objects presently hanging on the walls.
- Applicant agrees not to exceed the maximum occupancy of 64 in the building at any one time.
- Applicant agrees that there will be no smoking inside the Community Center.
- Applicant agrees that there will be **no alcoholic beverages** on the property of or inside the Community Center. Non-compliance will result in 100% forfeiture of the deposit.
- Applicant acknowledges that the rental is only for the agreed upon hours to allow for all booking to be honored.
- Applicant agrees that no animals are permitted within the Community Center except service animals pursuant to the Americans with Disabilities Act (ADA).
- Applicant agrees that all persons and vehicles associated with use will vacate the Community Center within 30 minutes of the expiration of your allotted time.



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- Applicant agrees to leave the facility in the condition found:
 - a. Return tables, and chairs to original location.
 - b. Sweep the facility and mop if necessary.
 - c. Spills must be properly cleaned.
 - d. Clean bathrooms and kitchen area.
 - e. Haul off all garbage (inside and outside) to the dumpster.
 - f. All decorations, food and other items brought in must be removed from premises.

Failure to comply with any of the items listed above will result in the forfeiture of 100% of the damage deposit. Deposit will be reimbursed within 15 days subject to favorable inspection of the premises after the event.

- Parking is limited at the facility and applicant agrees that attendees will not block streets & private driveways or park in unauthorized areas. Any parking off the facility's grounds is the applicant's responsibility. For large functions overflow parking arrangements are recommended.

- Under a shared parking agreement, three (3) spots of the Depot parcel can be used by the tenant who is located at 95 Palm Street.

- Applicant agrees to share these rules and regulations with anyone hired for the event including, caterers, disc jockeys, etc.

- Applicant is responsible to pick up a key from City Hall located at 3237 Holly Springs Pkwy, Holly Springs during normal business hours. Monday through Friday 8:00 a.m. – 5:00 p.m.

- Applicant acknowledges if the key issued is lost or not returned within two days of the scheduled event, there will be a replacement fee of \$75.00, which will be taken out of the deposit fee.

- All doors must be locked and secure when your event is over.

Rental Fees

City Resident Rates

\$175.00 for first four (4) hours and \$175.00 damage & cleaning deposit
\$25.00 for each additional hour

\$425.00 All day rental (8 a.m. – 12:00 a.m.) and \$175 damage & cleaning deposit

\$75.00 Key Replacement

Non-City Resident Rates

\$325.00 for first four (4) hours and \$175.00 damage & cleaning deposit
\$25.00 for each additional hour

\$550.00 All day rental (8 a.m. – 12:00 a.m.) and \$175 damage & cleaning deposit

\$75.00 Key Replacement

Non-Profit Organizations

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\$175 damage & cleaning deposit

Deposit will be reimbursed within 15 days subject to favorable inspection of the premises after the event.



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In the event of an emergency at the Community Center (Depot) during business hours, contact the City of Holly Springs at 770-345-5536. In the event of an after-hours emergency, contact the City of Holly Springs at 770-633-9065 or 770-825-3494.

The undersigned this date has entered into an Agreement with the City of Holly Springs for use of the Community Center (old train depot) located at 164 Hickory Road in Holly Springs. In addition to acknowledgement and acceptance of rules, regulations, and fee/deposit schedule concerning the use of the facility, the undersigned further agrees as follows:

Renter has read housekeeping rules and agrees to comply or otherwise forfeit deposit.

It is an express condition of the use of the Community Center (old train depot), that except when caused solely by its negligence, the City of Holly Springs, its officers, directors, agents, and employees shall be free from any and all claims, debts, demands, liabilities, or causes of action of every kind or character, whether in law or equity, by reason of any death, injury, or damage to any person or persons or damage or destruction of property or loss of use thereof, whether it be the person or cause or causes whatsoever arising from any event or occurrence in or upon the demised premises or any part thereof or otherwise arising from the undersigned's operations under and during the term of this Agreement; and the undersigned shall indemnify and save harmless the City of Holly Springs, its directors, agents and employees, against and from any and all such claims, demands, debts, liabilities, and cause of actions including attorney's fees and costs.

This _____ *day of* _____ *20* _____
(day) (month) (year)

Signature: _____ **Date:** _____

Witness: _____ **Date:** _____
(FOR OFFICE USE ONLY)

Staff Use Only

Deposit : _____ **Date Paid:** _____ **Check#:** _____

Rental Amount: _____ **Date Paid:** _____ **Check#:** _____

Deposit Rtn'd: _____ **Date Paid:** _____ **Check#:** _____