

**Columbus-Lowndes Recreation Authority  
Facilities Available For Rent**

**Estimated Number of Tables & Chairs at Each Facility  
(NO ADDITIONAL TABLES OR CHAIRS WILL BE PROVIDED)**

<i>Community Buildings (Maximum Legal Occupancy Content)</i>	Estimated Tables	Estimated Chairs	Rental Fee	Clean Up Deposit	Total Due Upon Contract Signing
Propst Park Hut (110)	10	80	\$100.00	\$50.00	\$150.00
I.C. Cousins Center- Large Building (163)	12	96	\$125.00	\$50.00	\$175.00
Sandfield Community Center (155)	12	96	\$125.00	\$50.00	\$175.00
Artesia Center (106)	10	80	\$100.00	\$50.00	\$150.00
Plum Grove Center (106)	10	80	\$100.00	\$50.00	\$150.00

**FACILITY RENTAL CONTRACT**

- ◆ **Saturday & Sunday Rental Periods are from 8:00am until 10:00pm**
- ◆ **Monday through Friday rental periods are from 6:00pm until 10:00pm**
- ◆ **The Lessee shall not enter the premises until the rental period**

In consideration of the provisions set forth below and the mutual promises and covenants hereinafter contained, these parties agree and covenant with and unto each other as follows:

- ◆ **This Facility Rental Contract shall apply to all citizens, civic organizations, outside agencies, churches, political parties or affiliations and community organizations of the City of Columbus, County of Lowndes, State of Mississippi and the United States.** \_\_\_\_\_ Initial
- **Rental Fee & Refundable Cleaning Up Deposit**
  - The Lessee shall pay a facility rental fee and a \$50.00 refundable cleaning fee at the time the facilities are reserved.
  - The \$50.00 cleaning fee will be refunded approximately two (2) weeks after the return of the facilities keys and an inspection of the rented facilities substantiates the facilities have been cleaned by the Lessee and restored to the original state the facilities were in before being used by the Lessee. This includes the Lessee picking up their trash inside and outside of the facility, returning and stacking tables and chairs to their original location. \_\_\_\_\_ Initial
  - The rental fee shall be paid in cash or money order **ONLY**, if the rental date is within 30 days of the rental contract. \_\_\_\_\_ Initial
- **Cancellations**
  - The facility rental fee may be refunded up to 2 weeks prior to the rental date if the Lessee notifies the Authority that the rented facility will not be utilized on the rented date. \_\_\_\_\_ Initial
- **No Tobacco, Alcoholic Beverages & Drug Use**
  - The Lessee shall not allow the usage or consumption of any alcoholic beverages or any illegal drugs on said facility premises.
  - All CLRA facilities are smoke free- No smoking inside the facilities. \_\_\_\_\_ Initial
- **Sublease & Damage**
  - The Lessee shall not assign or underlet the said facilities or any part thereof.
  - The Lessee shall be responsible for all expenses and charges incurred in repairing said facilities should any destruction, damages, or losses occur during the said rental period.

- The Lessee shall not suffer or commit any waste of the facilities, or make any unlawful, improper, or offensive use of same. \_\_\_\_\_ Initial
- **Alteration of Facilities**
  - The Lessee shall not make or permit to be made any alterations, additions or changes to said facilities. \_\_\_\_\_ Initial
- **Minors & Adult Supervision**
  - The Lessee shall be 21 years of age or older and shall be responsible for providing adult supervision for any minors in or on said facilities \_\_\_\_\_ Initial
- **Personal Property**
  - All personal property on said facilities' premises shall be at the sole risk of Lessee. No risk of, or damage, or loss from fire, theft, burglary or act of God and no risk resulting of strike, riot, insurrection, rebellion, war or the act of public enemy, or from any other order of requisition of governmental authority or from any cause except from the Authority's own negligence shall be borne by the Authority. \_\_\_\_\_ Initial
- **Lights & Electrical Supplies**
  - The Lessee shall be responsible for turning off said facilities lights and electrical supplies at the conclusion of said facility usage. \_\_\_\_\_ Initial
- **Rental Periods & Entering Facilities**
  - The Lessee shall not enter the premises until the rental period.
  - Saturday and Sunday rental periods are from 8:00am until 10:00pm. Monday through Friday rental periods are from 6:00pm until 10:00pm. \_\_\_\_\_ Initial
  - It is your responsibility to come by the CLRA office to pick up a facility key the Friday prior to the rental date (Contact the CLRA office at 327-4935 for key pick-up if the rental period is during a holiday). \_\_\_\_\_ Initial
- **Set Up & Clean Up**
  - *Decorations:* The Lessee is responsible for taking down all decorations. Decorations are limited to tables, windows and glass areas only. No tape, nails, tacks, staples, paper or any kind of decorations are allowed on walls, ceiling or wood. Decorations can be put up during the rental period only and not the day or night before.
  - *Floor:* The Lessee is responsible for sweeping and/or mopping the facility floor to ensure it is left in the same condition as before the rental began.
  - *Kitchen & Restrooms:* The supplies and equipment in the kitchen are NOT for general use. The kitchen area must be left in the condition it was found. Sinks, stoves and counters should be wiped down and garbage, trash, food and utensils removed.
  - *Storage:* Storage is not available either before or after the rental period. This includes food, beverages, floral arrangements, equipment, etc
  - *Trash:* The Lessee shall be responsible for removing any trash accumulated during the rental period to said facility trash containers. \_\_\_\_\_ Initial
- **Tables & Chairs**
  - **THE CLRA DOES NOT PROVIDE TABLES & CHAIRS FOR THE LEGAL OCCUPANT CONTENT.**
  - There are an estimated number of tables and chairs that may be at each facility.
  - **THE CLRA SHALL NOT PROVIDE ADDITIONAL TABLES & CHAIRS TO SAID FACILITY (THERE ARE NO EXCEPTIONS).** \_\_\_\_\_ Initial
- **CLRA Responsibilities**
  - The Authority shall be responsible for cleaning said facility prior to the rental period.
  - The Authority shall be responsible for providing the Lessee access to said facility.
  - The Authority shall be responsible for making available the inventoried furnishings of said facility (such as kitchen appliances, HVAC units, restroom supplies, lighting, keys, garbage cans, etc). \_\_\_\_\_ initial

• **Contract**

- A signed contract must be executed at the time the rental fee is paid. If any part of the contract is not fulfilled, the rental fee will be lost & the Lessee may not be allowed to render Authority facilities in the future. \_\_\_\_\_ Initial

This contract, entered into this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_\_, between the Columbus-Lowndes Recreation Authority, hereinafter called the Authority and

\_\_\_\_\_ Lessee's Name

Hereafter called the Lessee for the said following Authority facility:

(circle facility to rent): **PROPST PARK HUT / I.C. COUSIN CENTER- LARGE BUILDING**

**SANDFIELD COMMUNITY CENTER / ARTESIA CENTER / PLUM GROVE CENTER**

Said facility to be used for the following function:

\_\_\_\_\_ Type of function

The Authority hereby lets, leases and demises that certain facilities owned by the Authority described as and located at: \_\_\_\_\_ unto the Lessee for a period beginning on (day & date) \_\_\_\_\_ and ending on (day & date) \_\_\_\_\_, unless sooner terminated as hereinafter provided for.

A rental fee to be paid by the Lessee to the Authority on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in the sum of \$\_\_\_\_\_.

Lessee Name \_\_\_\_\_

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

Lessee Mailing Address \_\_\_\_\_

Lessee City, State & Zip \_\_\_\_\_

Lessee Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

\_\_\_\_\_  
Columbus-Lowndes Recreation Authority Staff Member Signature

\_\_\_\_\_  
Date

Receipt# \_\_\_\_\_

Check# \_\_\_\_\_

Check Amount \_\_\_\_\_

Cash Amount \_\_\_\_\_