

Joe L. Sweet, Jr. Community Center
601 Potter Street
Rental Information



Contact:
Megan Wimberley
(229) 400-9183
101 South Broad Street
Bainbridge, Georgia 39817
meganw@bainbridgecity.com



JOE L. SWEET, JR. COMMUNITY CENTER RENTAL POLICY

The Rental/Usage Policy for the Joe L. Sweet, Jr. Community Center is provided to insure all interested parties are allowed an opportunity to use this facility to accommodate their meeting, recreational, and/or individual needs.

AVAILABILITY: Use of the Community Center may be granted to any individual, group, or organization that represents a non-profit entity. Under no circumstances will the use of this facility be granted for profit making activities. The community center will not be rented to anyone using the pretext of having a birthday party for the general public. All birthday parties require the name of the individual the party is for and the number of participants will be strictly limited to 30 people. The Community Center is located in a residential neighborhood and for this reason any event that will use DJ's or bring in heavy sound equipment will not be allowed. Reservations for use of the facility are on a first-come, first-served basis. All activities associated with the use of the facility will cease at 11:00 P.M. and the building will require closure at 12:00 A.M. (midnight).

The City of Bainbridge reserves the right to deny an application based on the proposed use by the applicant. Renter(s) must be 21 years of age.

YOUTH ACTIVITIES: Youth activities will be recognized local youth organization and/or activity, and shall be chaperoned by adults. It will be the sole responsibility of the City of Bainbridge to determine the appropriate number of chaperones based on the total number of participants. Under no circumstances shall the number of chaperones required be less than two (2).

DAMAGE LIABILITY: Renter is fully liable for any and all damage(s) to the facility and contents. In consideration for receiving permission to use the Community Center, renter agrees to release, waive, discharge, and covenant not to sue the City of Bainbridge, Georgia or any of their officers/employees, from any and all liability, claims, demands, and actions arising out of or related to any loss, damage or injury that may be sustained by participants, whether caused by the negligence, or otherwise, while participating in the event granted permission for use at the Community Center.

DECORATIONS: Decorations or any other décor which require the taping stapling, nailing, or attachment otherwise are not allowed on any part of the building, including tables, chairs, walls, ceilings, and/or any other city owned fixtures.

No changes to the grounds outside the building may be made without first obtaining consent from the City of Bainbridge. This includes any pruning, cutting, etc., of plants and shrubs.



According to Georgia law, rice throwing is prohibited because of the potential damage to birds. Confetti, glitter, birdseed, foam, and bubbles may not be used in the building. Birdseed and bubbles are permitted outside of the building. Renter assumes responsibility for sweeping all outside areas clean.

SET-UP, CLEAN-UP, AND BREAK DOWN: Renter is responsible for set-up. Renter is responsible for returning tables and chairs to their original setting before leaving. Please be careful when setting up tables/chairs by not dragging or rolling across the floor. Be sure that all tables and chairs have rubber tips on them. Please contact a representative of the City of Bainbridge if tables and chairs do not have rubber tips. All leftover food, beverages, containers, and any other trash must be collected and bagged. All trash must be placed in containers located on the side of the building. Kitchen must be left neat and clean with counters and floors wiped and mopped. The Renter agrees to leave the facility in its' original pre-rental appearance and condition. Lights, appliances, air conditioner/heater, or any other electrical amenity should be turned OFF upon completion of the event. Failure to do so may result in forfeiture of Damage Deposit.

FEES: Rentals are based on a daily rate of eight (8) hours. The Damage Deposit is due upon receipt of the approved rental application and reservation of the facility. The Total Fee must be paid in full upon receipt of the key by the Renter. Upon receipt of the key by the Renter, the building must never be left unattended when open. The key must be returned to the Bainbridge City Hall by 11:00 A.M. the following business day. Failure to return the key before that time may result in forfeiture of the Damage Deposit. The facility should be in the same state of cleanliness which existed upon Renter's occupancy.

- Meeting Room and Kitchen Daily Rental: \$250; additional hours: \$50/hour

DEPOSIT: To secure a reservation for the facility, a Damage Deposit (equal to 50% of the TOTAL RENTAL FEE) is due and payable when the application is submitted. Any falsification or misrepresentation on the application form, which results in the City's cancellation of the rental agreement, will forfeit the applicant's deposit fee. Condition and appearance of the facility will be assessed after the event by a representative of the City of Bainbridge. The Damage Deposit will be refunded when, in the opinion of the City, it has been determined the building's interior and exterior condition is acceptable to the City.

All rental cancellations require a seven (7) day notice prior to date of event for deposit to be refunded. Checks should be made payable to: City of Bainbridge, P.O. Box 158, Bainbridge, Georgia 39818.



**JOE L. SWEET, JR. COMMUNITY CENTER
RENTAL CONTRACT**

Organization/Individual Name: _____

Address: _____

Phone: _____ Email: _____

Type of Event: _____ No. of Guests: _____

If renting for Birthday Party provide:

Individual's Name: _____ Birthdate: _____

Date of Event: _____ Time of Event: _____
From To

- No event will be permitted to last beyond 11:00 P.M.

Meeting Room and Kitchen Rental Rate: Daily Rental: \$250.00 \$ _____

Additional Hours: \$50.00/hr _____ hours x \$50.00 \$ _____

***TOTAL FEE** \$ _____

Damage Deposit: (50% of *TOTAL FEE) \$ _____

Total Rental Fee Including Damage Deposit: \$ _____

I have read the rental/usage policy for the Joe L. Sweet, Jr. Community Center and agree to abide by all requirements stated therein and take full responsibility for the rental event and all who participate in the event/activity.

City of Bainbridge does not refund any payment in cash. All refunds will be made in the form of a check from the City of Bainbridge.

Renter's Signature: _____ Date: _____



OFFICE USE ONLY

Paid with: CHECK CASH CREDIT

Date Received (Damage Deposit): _____

Dated Received (Rental Fee): _____

Amount Paid:

Meeting Room and Kitchen Rental Rate: Daily Rental: \$250.00 \$ _____

Additional Hours: \$50.00/hr _____ hours x \$50.00 \$ _____

***TOTAL FEE** \$ _____

Damage Deposit: (50% of * TOTAL FEE) \$ _____

TOTAL RENTAL FEE INCLUDING DAMAGE DEPOSIT \$ _____

Key No.: _____ Date Key Picked Up: _____ Date Key Returned: _____

Date Damage Deposit Returned: _____

Comments:

Application Processed and Approved By: _____