

TYRONE RECREATION

Roger Spencer Community Center, 145 Commerce Drive, Tyrone, GA 30290 (770) 487-4694
Parks & Recreation Manager, Lynda Owens, Lynda.owens@tyronega.gov

Roger Spencer Community Center Reservation Permit

- Reservations are taken on a first-come, first-served basis up to June 27, 2025. You may then make reservations for July 1st through December 31st.
- The Town of Tyrone requires a \$150.00 security deposit for the Community Center rental. This deposit is **CASH ONLY, EXACT CHANGE. The deposit may not be held for future rental events.**
- Failure to follow any rules will limit future use and reduce the amount of the deposit refunded.
- **ALL RESERVATION FEES ARE NON-REFUNDABLE.**

Reservation date: _____ Times: _____

For the purpose of: _____ Number attending function: _____

Renter name: _____

(THIS NAME MUST MATCH THE NAME ON YOUR DEPOSIT & PAYMENT RECEIPTS)

Business name: _____

Address: _____

(YOUR SECURITY DEPOSIT REIMBURSEMENT WILL BE MAILED BACK TO THE ABOVE ADDRESS)

Email address: _____

Cell phone: _____ Work number: _____

Residency: Fayette County _____ Out of County: _____

RENTAL RATES

IN COUNTY: \$50.00 FOR EVERY HOUR BEFORE SIX AND \$75.00 FOR EVERY HOUR AFTER SIX. SEPARATE \$150.00 SECURITY REQUIRED.

OUT OF COUNTY: \$75.00 FOR EVERY HOUR BEFORE SIX AND \$100.00 FOR EVERY HOUR AFTER SIX. SEPARATE \$150.00 SECURITY REQUIRED.

PLEASE NOTE: You may qualify for free rental space if you are an accredited school, 4-H, The Tyrone Rotary, The Tyrone Elks, or with Scouts. The groups above are eligible for two free rentals per calendar year. A security deposit is required. Please see the office for details. We do not offer free rental space to churches, tutoring or 501(c)(3)s.

RULES

- Alcoholic beverages, vapes, and the use of tobacco products are prohibited.
- Properly dispose of all refuse inside and outside.
- Police and secure the area before and after the event and verify the facility is in order.
- Clean-up procedures must be followed (see attached instruction sheet).
- Reimbursement of any costs to repair damage or cleanup is required.
- The building must be vacated by 11:00 p.m. Before leaving, ensure all the lights are turned off and the door is locked.
- Music amplification shall not be so loud as to disturb adjacent property owners.
- **The sound system on the stage is not ours. Please do not use it. If it is broken after your rental, you will be charged for replacement of broken items.**
- No activity that can be deemed illegal, immoral, or otherwise contrary to the public good shall be permitted.
- One Tyrone Police officer per every 30 attendants shall be hired for security purposes for some adolescent parties.
- The Tyrone Police Department sets security rates which must be scheduled through the Tyrone Police Department. Please contact them at 770-487-4732 to continue the process.
- Adult supervision must be provided for children ages 20 and under. The ratio must be one adult for every five adolescents.
- Deposits will be returned to the renter via check. It takes approximately 3-4 weeks to receive your deposit reimbursement.
- **Loss of the key will result in the loss of the entire security deposit of \$150.00.**
- No cooking on hot plates. You may use crock pots and/or sterno.
- Your security deposit will not be requested for return until our key is returned.
- No more than 125 people in the building for any event.
- Please note that you may not enter the building or decorate before your given time.
- There are to be no consecutive rentals of the Roger Spencer Building.
- No more than two rentals per individual and/or organization.
- **PLEASE NOTE: THE NAME ON THE RECEIPT AND THE ADDRESS ON THE RENTAL FORM WILL BE USED FOR SECURITY DEPOSIT REIMBURSEMENT. NO EXCEPTIONS.**

I am an adult 21 years of age or older. I have signed the Liability Release Agreement on the back of this page and received a copy of the cleanup procedures.

Signature

Date

FOR OFFICE USE ONLY

Amount of deposit: _____ Receipt# _____ Employee Initials _____

Amount of rental payment: _____ Receipt# _____ Employee Initials _____

Notes: _____ Rev. 1/16/2025 _____