**TYRONE RECREATION**

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

**Roger Spencer Community Center Reservation Permit**

* Reservations are taken on a first come, first serve basis, up to six (6) weeks prior to the event.
* The Town of Tyrone requires a $150.00 security deposit for the Community Center rental. This deposit is **CASH ONLY, EXACT CHANGE.**
* Failure to follow any and all rules will limit future use and reduce 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: $25.00 FOR EVERY HOUR BEFORE SIX AND $50.00 FOR EVERY HOUR AFTER SIX.**

**OUT OF COUNTY: $50.00 FOR EVERY HOUR BEFORE SIX AND $100.00 FOR EVERY HOUR AFTER SIX.**

**RULES**

* Alcoholic beverages 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 pm. Make sure all lights are turned off before leaving the building.
* The amplification of music shall not be so loud as to disturb adjacent property owners.
* No activity shall be permitted which can be deemed illegal, immoral or otherwise contrary to the public good.
* One Tyrone Police officer per every 30 attendants shall be hired for security purposes for some adolescent parties.
* Security rates are set by the Tyrone Police Department and 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 ages 20 and under. The ration must be one adult per every 5 adolescents.
* Deposits will be returned to renter via check. It takes approximately 2-3 weeks to receive your deposit reimbursement.
* Loss of key will result in a loss of $50.00 of deposit money.
* No cooking on hot plates.
* The sound system is not ours. Don’t use it.
* Your security deposit will not be returned until our key is returned.
* No more than 125 people in the building for any event.
* **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. 8/16/2023