

**RENTAL CONTRACT  
FOR CITY OF LAUREL DEPOT**

Date: \_\_\_\_\_

Name \_\_\_\_\_ Date of Rental \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Activity being held \_\_\_\_\_

Room Needed \_\_\_\_\_

Length of use \_\_\_\_\_ Opening Time \_\_\_\_\_ Closing Time \_\_\_\_\_

Estimated number of participants \_\_\_\_\_

I certify that the information given above is true to the best of my knowledge, and I agree to follow the guidelines for this facility. I understand that this agreement shall become void if any of the above information is found to be false or if any portion of the guidelines is violated during my use of this facility. I have read, understand, and agree to adhere to the attached "Guidelines for use of City of Laurel Recreation Facilities," and "Rules of Conduct." Further I agree to abide by all applicable laws of the City of Laurel, County of Jones, and State of Mississippi.

Applicant's signature: \_\_\_\_\_

Rental fee \_\_\_\_\_ Paid \_\_\_\_\_

Deposit \_\_\_\_\_ Paid \_\_\_\_\_

Please attach check or money order and send to Laurel Parks and Recreation Department, P.O. Box 647, Laurel, MS 39441 Attn: Janie Garrett. Please be aware that this contract will not be approved until payment of the deposit has been received. There will be a returned check fee of \$30.00 if check is not honored by bank.

Office telephone: 601 649-7013

Office Fax: 601 428-6940

For office use only:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_ Reason: \_\_\_\_\_

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

Payment received \_\_\_\_\_ Date \_\_\_\_\_

## **GUIDELINES FOR USE OF CITY OF LAUREL DEPOT**

**Adherence to these guidelines is required for use of Laurel Recreation Department facilities. Violation of these guidelines will cause rental contract to become voided.**

1. Persons or organizations requesting rental of the facility are required to furnish proof of age. Applicants must be 25 years of age. Renters are responsible for any damage or theft to the facility and/or equipment that occurs during the applicant's occupancy, regardless of the cost. A \$100.00 refundable deposit is required for each rental of the facility to be used in the event that the facility or its furniture is damaged in any way. If the facility and its furniture do not incur damage during the rental, the deposit will be refunded within 5 working days of the rental time.

2. Smoking is not permitted inside public facilities. (INDOORS)

3. All garbage and food must be collected and left in trash receptacle ( dumpster) at the rear of the facility at the end of the applicants rental time.

4. Furniture may not be removed from the facility.

5. No nails, staples, tacks, tape or other adhesives may be used on the walls or any other surface in the facility.

6. Rental times include set-up and take-down. All items brought into the facility must be removed within the reservation hours stated on the rental agreement contract. No additional time will be allowed unless paid for at the rate of \$80.00 per hour. This includes all decorations, food, additional chairs, backdrops, etc.

7. The City of Laurel does not provide security for organizations renting this facility, and the City of Laurel is not responsible for theft or damage that may occur to the vehicles or other belongings of those renting this facility. The City of Laurel recommends that organizations using this facility enlist the services of a security guard during the rental time.

8. The condition in which the premises are left after the use of the facility will determine the future approval of use of Recreation Department facilities.

9. Applicants shall not permit disruptive or lewd behavior or the use, possession or distribution of any pornographic material, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or allow illegal acts to be committed on City property. Sexually oriented behavior is strictly prohibited.

10. All applications for rental must be approved by the appropriate facility manager or the Recreation Superintendent.

11. The City of Laurel Building Code requires that a facility not exceed its occupancy level in order to insure the safety of those present in case of fire. (See below)

Occupancy level for each room:

Gymnasium.....	450
Game room.....	250
Meeting Room.....	25
Exercise Room.....	40
Balcony.....	40
Depot Freight Room.....	75
Depot Laurel Room.....	200

12. There shall be no door charges unless approved by the Recreation Superintendent, or his designee. The attendant present is in charge of the building and shall have the authority to take measures to insure that all rules are followed.
13. Names of security and chaperones must be provided 2 days prior to the reservation date. Chaperones and security must be present before event starts and until the last patron has left.
14. Reservations for facilities must be made at least 2 weeks prior to the date of desired use. Reservations are not finalized until payment of the deposit is received.
15. In the event that a reservation must be canceled, the Managers Office personnel must be notified two weeks prior to the reservation in order to be refunded deposit amount.
16. The individual who signs the rental agreement assumes responsibility for the actions of those present at the Recreation facility during the rental time stated on the contract. Any applicant granted use of this facility may not assign his/her rental time to another person, group or organization.
17. All rentals must end by 1am. This is to include take down and clean up.
18. Facility lessee will hold City Of Laurel harmless of any injury of person, equipment, and or possessions during the period of rental, except where the City may be deemed negligent.
19. Any deviation from this contract must be authorized by the Recreation Department.
20. No admission will be charged for events taking place on City property.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees for Facility Use:**

Deposit amount.....	\$100.00
12 Hour Depot Laurel Room.....	\$450.00/ 12 hours or \$80.00/hour
12 Hour Depot Freight Room.....	\$ 300.00/community meeting rental or \$35.00/hour
Entire Depot 12 hours.....	\$650.00
Non Profit Use.....	\$ 75.00
Non Profit use Freight Room.....	\$ 30.00
3 hour business rental.....	\$ 75.00

Cameron Center Office (601) 428-6449 Fax (601) 428-6448  
 Cameron Center Gym (601) 428-6450  
 Administration Office (601)428-6452 Fax (601) 428-6478  
 Ellis Center Office (601) 428-6451

**Rules of Conduct**

1. RESPECT THE FACILITY AND ITS STAFF, AS YOU ARE OUR GUEST.
2. THERE IS NO SMOKING ALLOWED IN THE BUILDING.
3. THE SALE OF ALCOHOL IS NOT ALLOWED ON CITY PROPERTY. CONSUMPTION OF ALCOHOL IS ALLOWED ONLY WITH PRIOR AUTHORIZATION OF THE MAYOR, CITY ADMINISTRATOR OR THE PARKS AND RECREATION DIRECTOR.
4. ALL FUNCTIONS MUST END BY 1 AM. FUNCTIONS WHERE MINORS (UNDER 18 YEARS OF AGE) ARE CONCERNED MUST END BY 10:30PM TO MEET CURFEW LAWS SET BY THE CITY OF LAUREL.
5. THERE MAY NOT BE A COVER CHARGE AT ANY FUNCTION, UNLESS OTHERWISE APPROVED BY ADMINISTRATION.
6. THE PERSON RENTING THE FACILITY MUST BE PRESENT AT THAT FUNCTION, AND WILL BE HELD RESPONSIBLE FOR DAMAGES OR DISRUPTIVE BEHAVIOR.
7. THERE MUST BE AT LEAST ONE CHAPERONE PER 25 PERSONS WHEN THERE ARE MINORS INVOLVED (UNDER THE AGE OF 18)
8. SECURITY WILL BE REQUIRED AT THE EXPENSE OF THE RENTERS FOR ALL FUNCTIONS CONCERNING MINORS.
9. THE RECREATION DEPARTMENT REQUIRES AN ESTIMATED NUMBER OF PARTICIPANTS BEFORE THE EVENT, AND CAPACITY NUMBERS SHALL NOT BE VIOLATED.
10. NO SMOKE, FOG, DRY ICE MACHINES OR SIMILAR TYPE APPARATUS ARE ALLOWED.
11. LIGHTS MUST REMAIN ON DURING NIGHT FUNCTIONS, UNLESS APPROVED OTHERWISE BY STAFF.
12. THE STAFF MEMBER ON DUTY HAS FINAL SAY ON ALL RULES, DISPUTES, ETC.
13. GUIDELINES SPECIFIED IN SECTION 8.2-2. OF ORDINANCE NO. 1077-1986 (COPY ATTACHED), MUST BE COMPLIED WITH.
14. SEXUALLY ORIENTED BEHAVIOR IS STRICTLY PROHIBITED
15. ENJOY YOURSELF SAFELY!

printed name of lessee

signature of lessee

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