

SANTA CLAUS COMMUNITY CENTER RENTAL INFORMATION  
(Mailing) 25 December Dr. (Physical) 10 Candy Cane St.  
Santa Claus, GA 30436  
Phone: 912-526-6949  
E-mail: mayor@cityofsantaclaus.org  
Business Hours: Mon – Fri 9:00 a.m. to 2:00 p.m.

## **RULES AND REGULATIONS**

### **PLEASE READ THIS AGREEMENT IN ITS ENTIRETY!!!!**

The Santa Claus Community Center may be used on a **Reservation Only** basis and is subject to the fees, rules, and requirements of the Rental Application Agreement or Information Forms provided at the time of reservation. Any individual, group, or association/organization wishing to use any of our facilities must have a responsible adult of 21 years of age or older to reserve a facility.

#### **CODE OF CONDUCT**

We wish to make the Community Center warm and inviting for your event! Helping us take care of our facilities that the community has worked so hard to renovate and maintain will ensure the facilities remain inviting for years to come. We thank you in advance for helping us maintain our buildings so you and your friends/families can tell of the wonderful memories made here throughout the years and for years to come!

- All facility users are expected to conduct themselves in a manner conducive to a positive, wholesome environment. Facility renters **WILL BE RESPONSIBLE** for the actions of their guests.
- Destruction of property and/or abusive language and/or abusive behavior **WILL NOT** be tolerated.
- Adequate adult supervision **MUST** be present at **ALL** times, especially for children's events.
- All activities **MUST** be in compliance with all laws, ordinances, rules, and regulations of the Federal Government, the State of Georgia, and the City of Santa Claus.
- The City of Santa Claus reserves the right to refuse or cancel **ANY** event deemed not in the overall best interest of the facility, patrons, and/or citizens. The right to use the facilities may be revoked at any time due to misconduct, falsification of information given to reserve the facility, misuse of property, failure to comply with all rules/ordinances listed above, or any use of the facilities that is deemed contrary to public safety and welfare. A City Representative will have the right to enter the facility during any event. Violators of these rules/regulations may be expelled immediately **and/or** may be prohibited from renting our facilities for a minimum of one year.

#### **DEPOSIT, RENTAL FEE, and CLEANING FEE –**

- The Deposit (\$200.00) is due at the time the Community Center is booked/reserved. Any reservations made without paying the deposit up front can only be held for 7 days. After 7 days the reservation will be terminated.
- The Rental Fee (Varies on block of time reserved) is to be paid no later than two weeks before the rental date. Reservations booked less than two weeks out will be required to pay the Deposit, Rental Fee and Cleaning fee (\$50.00) at time of reservation.
- Audio equipment may be rented for an additional \$50.00 cost.
- The Deposit Refund will be processed **ONLY AFTER** the Community Center and surrounding grounds have been cleaned by you, the renter; inspected by a City Representative; **AND** the key has been returned. In the event that the deposit will not cover the cost of cleanup or repairs, it will be the responsibility of the renter to make arrangements with the City of Santa Claus to cover **any and all** additional costs.

- Deposit Refunds may take 3-5 days to be processed and 7-14 days to be received by mail.

#### **CANCELLATION POLICY –**

- A Cancellation Form must be submitted before any refund will be given.
- Cancellations should be submitted a minimum of 14 days prior to the reservation. The renter will have ALL of the deposit and rental fee refunded.
- For a cancellation form submitted 7 – 13 days prior to the reserved date(s), the renter will have all of the deposit and only 50% of the rental fee refunded. In the event that no rental fee has been paid, ALL of the deposit will be forfeited.
- For a cancellation form submitted LESS THAN 7 DAYS prior to the reserved date(s), the renter will forfeit the entire rental fee, but the deposit will be refunded. In the event that no rental fee has been paid, the entire deposit will be forfeited.
- Department heads reserve the right to make exceptions to the cancellation policy depending upon the situation.

#### **KEY –**

- The renter is to pick up the key to the Community Center between 9:00am and 2:00pm Mon – Fri. Or make arrangements with a City Official to open the doors when needed.
- After your reservation the Key must be turned into the office the next business day during regular business hours, AND have the Checklist Sheet reviewed before your deposit refund will be processed.

#### **PROHIBITED ACTIVITIES –**

- NO items may be attached to the walls at ANY time!!!! Tape, tacks, pins, nails, or anything that may cause damage to walls/fixtures are prohibited from being used when decorating. Poster/Sticky tack, or Command Strips ARE permitted. YOUR DEPOSIT WILL NOT BE REFUNDED IF WALLS/FIXTURES ARE DAMAGED IN ANY WAY.
- DO NOT drag tables or chairs across the floor, as it may damage the flooring surface. DO NOT LEAN ANYTHING AGAINST THE WALLS THAT COULD CAUSE MARKS OR DAMAGE TO THEM. YOUR DEPOSIT WILL NOT BE REFUNDED IF WALLS/FIXTURES ARE DAMAGED IN ANY WAY.
- NO OPEN FLAMES, including candles are not allowed inside the building, except for stenos for warming food.
- NOTHING CAN BE FRIED INSIDE THE BUILDING.
- Fireworks and/or pyrotechnics of any kind are PROHIBITED on the premises at any time.
- ALCOHOLIC PRODUCTS, WEAPONS, AND TOBACCO PRODUCTS ARE STRICTLY PROHIBITED IN THE COMMUNITY CENTER AND ON PREMISES. NO EXCEPTIONS!!! IF ALCOHOL IS FOUND ON PREMISES, YOU COULD BE CHARGED UP TO \$1,000 FINE AND BANNED FROM RENTING BUILDINGS FOR ONE YEAR.
- Skateboards, roller skates, heeies, bicycles, or animals (other than certified service animals) ARE NOT ALLOWED in or on the premises of the Community Center.

#### **CLEANING POLICY-**

- The Cleaning Checklist MUST BE COMPLETED AND SIGNED upon completion of your rental AND left on the Kitchen counter for a City Official review. If it is determined that the facilities WERE left in good condition, the Return Deposit Status will be checked and your \$200 deposit WILL BE refunded. If it is determined that the facilities WERE NOT left in good condition, then the HOLD – due to the following... Status will be marked and your \$200 deposit WILL NOT be refunded. Please use the checklist on the back of this page and complete each item to be sure your deposit will be returned.

- If you use GLITTER OR CONFETTI, it must be THOROUGHLY CLEANED UP or your DEPOSIT WILL NOT be refunded.

My signature indicates that I understand the rules governing the use of the Santa Claus Community Center and I agree to abide by them as well as all the conditions in the Rental Agreement. Failure to follow this agreement will forfeit the deposit refund.

RENTER:

NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OFFICIAL: \_\_\_\_\_

### **INVENTORY LIST:**

13-3ft Tables

6- 60in Round Tables

6-4ft Round Tables

2-Rectangle Folding Tables

118 Chairs

1-Serving Cart

4-Rocking Chairs

1- Podium

1- 12ft Tree

1- PA Surround Sound System (Addl fee if used)

**IN CASE OF ISSUE OR EMERGENCY SITUATION WITH FACILITY AFTER BUSINESS HOURS,  
CONTACT ONE OF THE FOLLOWING:**

Donita Bowen – City Council Community Center Director – 706-564-8839

Amy Lawler – Mayor 912-526-3356 (H) 912-293-7154 (C)

Monte Powell – City Council - 912-326-3483

## Cleaning Checklist

\_\_\_\_\_ Remove ALL materials and decorations that were brought into the facility.

\_\_\_\_\_ Remove ALL personal items from the refrigerator/freezer and building.

\_\_\_\_\_ Clean bathrooms:

- ALL toilets and/or urinals FLUSHED.
- ALL toilets and/or Urinals wiped down.
- ALL Sinks and counters wiped down.
- Trash emptied.

\_\_\_\_\_ Clean Kitchen/Service areas

- Wipe down ALL counters and service bar/island.
- Be sure the scoop was not left in the ice machine.
- ALL tables and chairs used must be wiped clean. Tables and chairs may be left where they are, but please flip chairs upside down on tables (this will also make it easier for you to clean under them).

\_\_\_\_\_ Sweep and mop ALL tile/vinyl flooring areas including:

- entry way
- kitchen
- bathrooms
- ice machine/storage room.

\_\_\_\_\_ All trash bagged and placed IN the Blue trash cans provided outside the facility.

\_\_\_\_\_ Thermostat set before you leave, to either 80F in Summer or 68F in Winter.

\_\_\_\_\_ Lock and secure ALL doors.

I hereby affirm that I have read and agreed to the Code of Conduct and Cleaning Policy/Checklist, and that I have performed the required tasks and duties as indicated above.

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Responsible Party

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature of City of Santa Claus Inspector

\_\_\_\_\_  
OFFICE USE ONLY

\_\_\_\_\_ Refund Deposit                      \_\_\_\_\_ HOLD Due to the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF SANTA CLAUS COMMUNITY CENTER RENTAL  
EVENT AGREEMENT**

DATE: \_\_\_\_\_

UNLOCK DOORS BY: \_\_\_\_\_

EVENT END TIME: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

(please describe)

NUMBER OF PEOPLE: \_\_\_\_\_

**CONTACT INFORMATION**

NAME/ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_

**Rental Fees:**

Deposit            \$200.00 Refundable

Cleaning Fee    \$50.00

**Rental Blocks/Fee**

9:00am-12:30pm \$200.00

1:00pm-4:30pm \$200.00

10:00am-4:00pm \$250.00

5:00pm-11:00pm \$300.00

Additional hour(s) are \$50.00 each

**ALL Day** 9:00am-11:00pm \$400.00

Use of PA/Surround Sound System: \$50.00 Linen table cloths available at an extra cost.

SECURITY DEPOSIT \$ 200.00 (Refundable)

RENTAL COST \$ \_\_\_\_\_

CLEANING COST \$50.00

TOTAL \$ \_\_\_\_\_

MAKE CHECKS PAYABLE TO: CITY OF SANTA CLAUS

I agree to indemnify and save harmless the City of Santa Claus and their employees, elected and appointed officials from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of City of Santa Claus properties herein specified. I have received a copy of the guidelines and rules for the Community Center and agree to abide by the rules and regulations established by the City of Santa Claus,

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

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**FOR OFFICE USE:**

AMOUNT RECEIVED \$ \_\_\_\_\_ CASH or CHECK# \_\_\_\_\_ DATE: \_\_\_\_\_

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