**Time Rental Agreement**

In consideration for rental of the premises, I understand, and agree to follow and comply with all above written guidelines incorporated herein by reference. Failure to comply with these guidelines will result in loss of privilege to use City facilities and will result in non return of deposit. I further understand that fundraising is not allowed on City property, and will not be using the facilities for that purpose unless I have written permission.

**Lessee Contact Information**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>BUSINESS NAME:</th>
<th>ADDRESS:</th>
<th>CITY:</th>
<th>STATE:</th>
<th>ZIP</th>
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</thead>
<tbody>
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**Rental Date:**

**Rental Time**

<table>
<thead>
<tr>
<th>BEGIN: AM</th>
<th>END: AM</th>
<th>TOTAL DURATION: HRS</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**TERMS AND CONDITIONS**

1. Pavilions may only be rented from dawn until dusk. The park must be clear during the evening hours before dawn.
2. A $35 NSF Fee is placed on each returned check.
3. A damage/cleanup deposit is required. The deposit will be 50% of entire facility rental cost. At the conclusion of the event the lessee is asked to leave the facility in a “ready to use” condition. Remove all decorations and garbage. The deposit is refundable if the event coordinator completes the checklist, finds the facility to be in good order and signs off on the agreement.
4. Please ensure all lights are off and that all trash is in the proper trash receptacle.
5. No alcoholic beverages are allowed.
6. The City enforces State law regarding weapons on its properties and in its buildings.
7. The rentals of the pavilions/shelters are available to persons over the age of 18.
8. Deposit all waste in trash receptacles.
9. Park all vehicles in designated areas only. The use of motor vehicles outside of designated areas is prohibited. The City of Auburn is not responsible for any loss or damage to items left in parked vehicles.
10. As consideration for the use of the City of Auburn shelters/ pavilions/ gazebos, the undersigned agrees to indemnify and hold harmless The City of Auburn, Georgia, and its employees, officers, and agents from any and all claims and damages of any kind, including attorney's fees and expenses of litigation, relating to or arising from the undersigned's use of the City of Auburn shelters/ pavilions/ gazebos.
11. Cancellation Policy: In order to be refunded your deposit and usage fee, the lessee must notify the Parks and Leisure Department five (5) business days prior to the event.

By signing the application below, I agree to abide by the following Terms and Conditions:

In consideration for rental of the premises, I understand, and agree to follow and comply with all above written guidelines which are incorporated herein by reference. Failure to comply with these guidelines will result in loss of privilege to use City facilities and will result in non return of deposit. I further understand that fundraising is not allowed on City property, and will not be using the facilities for that purpose unless I have written permission.

I accept responsibility of use of the City of Auburn Ballfields on the date(s) and hours stated on this form.

Agreed to by:

Signature: ____________________________ Date: ____________________________

Print Name: ____________________________ Title: ____________________________

**City of Auburn**

1369 4th Avenue
Auburn, GA 30011

Contact: Josh Campbell
770-963-4002 Ext.206
jcampbell@cityofauburn-ga.org

**LARGE PAVILION RENTAL FEE**

**SMALL PAVILION RENTAL FEE**

50% DEPOSIT REQ'D

A 50% DEPOSIT OF THE TOTAL RENTAL COST IS REQUIRED FOR ANY RENTAL

**Rental Agreement**

City of Auburn
1369 4th Avenue
Auburn, GA 30011

Contact: Josh Campbell
770-963-4002 Ext.206
jcampbell@cityofauburn-ga.org

<table>
<thead>
<tr>
<th>RENTAL FEE</th>
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<tbody>
<tr>
<td>DEPOSIT DUE</td>
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<tr>
<td>TOTAL DUE</td>
<td>$</td>
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| Building passed inspection? | YES | NO |
| Return Security Deposit? | YES | NO |
| Deposit Returned: | Staff Initials: |

<table>
<thead>
<tr>
<th>Date Payment Received:</th>
<th>Security Deposit Due: 50% OF RENTAL:</th>
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</thead>
<tbody>
<tr>
<td>CASH</td>
<td>CARD</td>
</tr>
<tr>
<td>Amount Remaining $</td>
<td>Posted on Calendar</td>
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