

City of Pembroke
"A Historic Railroad Town"



MARY V. WARNELL
Mayor

JOHNNIE A. MILLER, SR.
Mayor ProTem
Councilmember - District 1

KIMBERLY MCGHEE
Councilmember - District 2

DIANE MOORE
Councilmember - District 3

TIFFANY M. WALRAVEN
Councilmember - District 4

ERNEST HAMILTON
Councilmember-At-Large

DUSTIN PEEBLES
City Administrator

BETTY K. HILL
Clerk/Treasurer

RICHARD E. BRAUN, JR.
City Attorney

ROBERT F. PIRKLE
Municipal Court Judge

Reservation Application

J. Dixie Harn Community Center

91 Lanier St.
Pembroke, GA 31321

Date of Event: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_ Number Attending: \_\_\_\_\_
(8 a.m. to 11 p.m. Maximum)

Type of Event: \_\_\_\_\_

Group or Organization: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Type of Group or Organization: Non-Profit or Profit

Please remit two checks: One for the User Fee (\$150 per day or \$50 per hour), and one for the Damage/Clean-up Fee of \$100. If the facility is left clean and undamaged, the Damage/Clean-up Fee will be returned.

\*PLEASE NOTE THAT YOU ARE RENTING THE J. DIXIE HARN COMMUNITY CENTER, WHICH IS ONLY ONE SIDE OF THE BUILDING. THE MILLER TEEN CENTER, POOL, AND PARK ARE NOT INCLUDED IN THIS RENTAL AGREEMENT APPLICATION.\*

Applicant agrees to hold the City of Pembroke, its Officers, and Employees harmless from any claim whatsoever (including legal fees, court costs, damages, losses, etc.) as a result of this agreement. The Applicant further agrees to return to the City any keys provided by the City, and to leave the premises in a condition equal to or better than the condition exiting immediately prior to use, including removal from the premises of all rubbish, garbage, and litter. Applicant understands that upon cancellation of this reservation no later than the fourth calendar day proceeding the first day of the reserved use, the User Fee and the Damage/Clean-up Deposit shall be refunded. Upon cancellation after the fourth day proceeding the day of use, the applicant forfeits the User Fee and the Damage/Clean-up Deposit only shall be refunded.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

OFFICE USE ONLY:

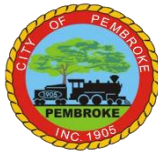
Rental Fee Check # \_\_\_\_\_ Damage Clean Up Check # \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_

After use inspection:
Acceptable [ ] Unacceptable [ ]

Comments: \_\_\_\_\_

Damage Clean Up Check Returned to applicant
Yes [ ] No [ ]



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J. DIXIE HARN COMMUNITY CENTER
REGULATIONS

THE PARTY RENTING THE J.DIXIE HARN COMMUNITY CENTER IS RESPONSIBLE FOR FOLLOWING THE RULES AND REGULATIONS WHILE USING THE COMMUNITY CENTER:

NO SMOKING, DRUGS, WEAPONS, ALCOHOL OR ADMISSION FEES ARE ALLOWED. A POLICE OFFICER MAY PATROL THE CENTER BEFORE, DURING, AND AFTER FOR YOUR EVENT.

PLEASE DO NOT ATTACH DECORATIONS WITH SCOTCH TAPE OR TO THE CEILING.

PLEASE DO NOT ADJUST THE HEATING AND A/C THERMOSTAT.

GARBAGE IS TO BE DISPOSED OF IN THE BLUE GARBAGE CANS ON PARK PROPERTY.

THE FLOOR IS TO BE SWEEPED AND MOPPED (CLEAR WATER ONLY, CHEMICALS WILL DAMAGE FINISH).

BATHROOMS ARE TO BE CLEANED.

THE KITCHEN IS TO BE CLEANED AND DISHES & FOOD REMOVED.

CLEAR OUTSIDE PREMISES OF DEBRIS.

TURN OFF LIGHTS IN BUILDING.

Any CRIME committed by the renter or any person on the property may be charged with the offence and the renter may be charged with being a party of a crime.

WE APPRECIATE YOUR RENTAL OF OUR CENTER AND REQUEST THAT YOU CLEAN-UP THE COMMUNITY CENTER THE SAME DAY YOU RENT THE CENTER AS OTHER EVENTS MAY BE SCHEDULED FOR THE FOLLOWING DAY. THE CENTER WILL BE CHECKED AFTER EACH EVENT FOR COMPLIANCE OF THE ABOVE REGULATIONS. IF ANY DAMAGE IS REPORTED, THE APPLICANT RENTING THE CENTER WILL BE RESPONSIBLE.

I DO HEREBY CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND HAVE READ AND UNDERSTAND THAT BY SIGNING THIS AGREEMENT THAT I AM PERSONALLY RESPONSIBLE FOR THE FACILITY AND ANY DAMAGES THAT OCCUR AND I AGREE TO THE ABOVE REQUIREMENTS.

SIGNED DATE

PRINT NAME PHONE NO.