

# Washington County Board of County Commissioners

1331 South Boulevard, Chipley, FL 32428

Phone: 850.638.6200



## Community Center Facility Rental Policies

**The designated renter, as it appears on the rental form, is responsible for monitoring the conduct of all guests and enforcing room rental policies. The renter must be present the entire time of the rental. It is the designated renter's responsibility to advise any and all "co-hosts" of the rules and policies as set forth in this document.**

### GENERAL

The Community Center is a non-smoking, alcohol free, community facility and is available to anyone that lives within Washington County.

- \_\_\_\_\_ 1. The Facility is available pursuant to the terms contained herein to any approved organization or individual on a first-come, first-served basis. Organizations/Individuals wanting to use the Facility must schedule their event through the Washington County Board of County Commissioner's Administration Office, sign a rental contract, and pay the appropriate fees before the facility will be reserved.
- \_\_\_\_\_ 2. A Damage Deposit of \$200.00 will be required on all rentals. The deposit will be refunded after the building is inspected by Facility representatives to ensure that the building has been cleaned appropriately and that there are no damages to the Facility.
- \_\_\_\_\_ 3. Physical sporting activities, including but not limited to, boxing and wrestling matches will not be approved.
- \_\_\_\_\_ 4. All damages to the buildings, or any equipment therein, are the responsibility of the person(s) signing the rental contract and shall be repaired, fixed or replaced at the expense of said designated person.
- \_\_\_\_\_ 5. Failure to comply with any rule and/or rental contract may result in restriction from the use of any County Facility for any future activity by an organization/individual.
- \_\_\_\_\_ 6. The user shall remove from the Facility immediately following the conclusion of the contract all decorations, equipment and materials used by the renter in conjunction with the rental. The Lessor assumes no liability for the said decorations, equipment and materials.
- \_\_\_\_\_ 7. The user shall not re-assign the contract or sublet the premises or use the premises for any purpose other than specified in the agreement, without the written consent of the Lessor.

**CLEAN-UP**

8. All remaining supplies, decorations, food and beverages must be removed from the facility immediately after the event. If using a caterer, they must remove their equipment immediately after the event (including boxes, crates, supplies, etc.).

- a. Wipe, clean and dry all tables, chairs, counters and appliances so they are clean.
- b. Take down and put away all tables and chairs.
- c. Put all tables and chairs away in the proper storage carts and storage room.
- d. Garbage bags and cleaning supplies are **NOT** provided. Gathering and disposing of all garbage is the responsibility of the Lessee.
- e. Sweep and mop floor.
- f. All food and all decorations must be removed.
- g. All lights are to be turned off.
- h. All doors and windows should be closed and properly locked.

**RENTAL CONTRACT FOR THE WASHINGTON COUNTY  
BOARD OF COUNTY COMMISSIONER’S FACILITY RENTALS**

**THIS CONTRACT** made at Chipley, Washington County, Florida, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Washington County Board of County Commissioners (hereinafter “Lessor” or “WCBOCC” and \_\_\_\_\_.

**WITNESSETH** the parties hereto do mutually covenant and agree as follows:

1. The Lessor agrees to rent to the Lessee the following described premises belonging to the Washington County Board of County Commissioners: (Please check the facility to be used)

- \_\_\_ Campbell Park Community Center
- \_\_\_ Five-Points Community Center
- \_\_\_ Hinson Crossroads Community Center
- \_\_\_ Orange Hill Community Center
- \_\_\_ Sunny Hills Community Center

From 8:00 a.m. on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, until 4:00 p.m. on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

- 2. The Lessee agrees to pay, at the time this contract is executed, to the Washington County Board of County Commissioners, rent on the above-described Facility, in the amount of **\$160.00**.
- 3. The Lessee agrees to pay the Lessor a Damage Deposit of **\$200.00**. Said deposit shall be separate and in addition to any other charges contained in this Agreement. Said **\$200.00** will be required to be paid no later than one (1) day prior to the scheduled event or activity. The deposit will be held and refunded upon satisfactory inspection of the Facility following the event or activity. Any damages or necessary cleaning that exceeds the amount of the Damage Deposit will be the responsibility of the Lessee.
- 4. The Lessee agrees to return the above described property (building and grounds) to the Lessor in the same condition as the property was at the beginning of the rental contract period. Inspection of the premises shall be made by a representative of each party before and after use to determine defects and/or damage.
- 5. In the event the Lessee fails to timely make any payment(s) required hereunder or fails to timely perform any other act required hereunder, the Lessor shall have the right to immediately cancel the agreement.

6. In the event the Lessor is required to employ legal counselor to initiate legal action to enforce the provisions of this agreement, Lessor will be entitled to recover its costs, including reasonable attorney's fees, from the Lessee.
  
7. The Lessee covenants, releases and agrees to hold the Lessor harmless from any and all injuries to person or property sustained during the period covered by the Agreement, as a result of the Lessee's use of the premises. Lessor shall not be responsible for any damages, accidents or injury that may happen to the Lessee, or the Lessee's guest, employees (including claims for workers compensation), spectators and any and all other participants and/or property from any cause whatsoever arising out of, or resulting from, the use of the Facility pursuant to this Agreement. The Lessee agrees to indemnify the Lessor against all claims for such damage, accident and/or injury.
  
8. The Lessor expressly reserves the right, in the exercise of its sole discretion, to rescind and cancel this Agreement at any time when the Facility is, in the sole determination of the Lessor, not being used for the intended purposes of the Agreement's activity, or is being used in a manner that does not comply with the Lessor's usage rules. Further, any violation of this Agreement may result in Lessee not being allowed future use of the facility or any Washington County Board of County Commissioner's Facility.
  
9. This agreement will not be binding upon the Lessor until accepted and approved by the Lessor, or the Lessor's designated agent. Accordingly, the undersigned acknowledges and agrees that the information of this Agreement constitutes the making of a contract.

**IN WITNESS HEREOF**, the parties hereunto have set their hands the day and year first above written.

\_\_\_\_\_  
 Representative, Washington County  
 Board of County Commissioners

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Lessee (Signature)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Lessee (Print Name)

\_\_\_\_\_  
 Lessee Phone Number

\_\_\_\_\_  
 Lessee Driver's License Number

State of Florida, County of Washington

This record was signed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_  
 Print Name of Signer

\_\_\_\_\_  
 Notary Public Signature

Notary Seal