

**CITY OF ELLAVILLE, GEORGIA
MULTI-PURPOSE BUILDING ACCEPTABLE USAGE AGREEMENT**

This agreement shall govern the use of the City of Ellaville's Multi-Purpose Building located at 41 S. Wilson Street. By signing this agreement below, the signee accepts the terms of usage and agrees to follow the policies and procedures established by the Mayor and Council of the City of Ellaville. A \$150 cash deposit is required to reserve the Multi-Purpose Building. The deposit will be returned after an inspection is conducted to insure that all policies have been followed.

A NON-REFUNDABLE RENTAL FEE OF \$ 75.00 IS REQUIRED.

DATE REQUESTED _____

PURPOSE OF ACTIVITY _____

NAME OF GROUP _____

NAME OF PERSON MAKING RESERVATION _____

ADDRESS _____

PHONE NUMBER _____

TERMS OF AGREEMENT

1. The user assumes responsibility for the cleanliness and upkeep of Multi-Purpose Building.
2. The user agrees not to use, tamper or destroy property belonging to the Ellaville Senior Center or South Georgia Tech.
3. The user agrees to sweep the floors and to clean any spills that may occur.
4. Bathrooms are to be cleaned prior to leaving the building.
5. All doors are to be locked before leaving the building.
6. Keys are to be returned to City Hall. If after hours, the keys may be left in the drop box at City Hall. A \$50 charge will be assessed if the keys are not returned.
7. No alcoholic beverages are allowed.
8. No smoking is permitted in the building.

I, _____, HAVE READ THE ABOVE POLICIES AND AGREE TO FOLLOW THEM.

USER

CITY OF ELLAVILLE