

## **GROUNDS AND FACILITIES USE GUIDELINES**

**NOTE:** Buildings and grounds are not available for night time activities unless commercial venture.

### **A. RESERVING FACILITY:**

1. **Club functions take precedent over all other functions.**
2. Reservations must be made with committee designated person. His book or calendar will take precedent over posted calendar.
3. Security/Damage Deposit will be made at the time of reservation. Any cancellation after that time, the security deposit will be forfeited.
4. Insurance is required by any party using facility (exception-club members) is required to furnish a Certificate for \$1,000,000.00 liability insurance.

### **B. GENERAL RULES:**

1. Security will be provided by lessee depending on type of event and/or use. Security must be a Georgia certified law enforcement officer.
2. Clean up is required by party using facility. If non-compliance, forfeiture of security deposit plus actual cost of cleaning.
3. A security deposit is required on use of any facility and grounds. Any damage to any building, equipment or grounds, lessee will be responsible. To be 1/3 of the lease.
4. If utilities are used, a reading will be taken prior to use and after. Lessee utility charge will be deducted from the deposit.
5. A clean up deposit is charged for trash pick-up and or disposal of trash. If lessee cleans up, no charge for clean up is charged only disposal will be charged. If lessor cleans up trash, a fee based on a set hourly rate will be charged. If lessee provides their own dumpsters there will not be a disposal charge.