

Fitzgerald - Ben Hill  
Department of Leisure Services

**APPLICATION FOR USE OF PAULK PARK DEPOT CABIN**

Depot Cabin for Smaller Receptions, Meetings, Family Gatherings: \$225.00\*\*  
\$160.00 Refundable Damage/Key Deposit  
Seats 75 People Maximum

Type of Gathering: \_\_\_\_\_  
Dates to be used: \_\_\_\_\_  
Hours needed – from: \_\_\_\_\_ to: \_\_\_\_\_

**Note:** **DLS does not guarantee the room will be ready for use earlier than 10:00 a.m. on the day the facility is to be used. You may enter the room ONLY on the day that you have rented it – NO EXCEPTIONS. (you will be charged an additional day if you enter earlier)**

**CONDITIONS OF RENTAL:**

The full \$160.00 Refundable Damage/Key Deposit is required to hold a reservation for the **PAULK PARK CABIN**. The remaining rental fee of \$225.00 should be in the DLS Office **at least one full week** prior to the date of use. If the building is cancelled within 72 hours of an event, the monies will be refunded. The \$160.00 damage/key deposit will be refunded when the building has been inspected after use\* and no damage is found and when the key is promptly returned.

I, the undersigned, have received a copy of the Rules & Regulations for using the Legion Center. I have read, understand and agree to abide by these Rules & Regulations as set forth by the Department of Leisure Services.

I further understand that the Department of Leisure Services will not be responsible for any incident occurring to any member of the group while using Legion Hall, nor will they be responsible for any renter's personal property or equipment left in the building at any time.

**Condition of Premises:** The User/Renter accepts the rented premises upon entry into possession. The User/Renter may inspect the rented premises at an earlier, mutually convenient time. Upon expiration or termination of the rental term or an earlier revocation, \*the User/Renter shall promptly return the premises in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another. **RENTER MUST INITIAL**

By signing this agreement I accept these terms:

**SIGNATURE OF PERSON RESPONSIBLE:** \_\_\_\_\_

**PRINTED NAME OF PERSON RESPONSIBLE** \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone (Hm): \_\_\_\_\_ (C): \_\_\_\_\_ (Wk.) \_\_\_\_\_

Date: \_\_\_\_\_ DLS Representative: \_\_\_\_\_

## **RULES AND REGULATIONS FOR RESERVATION & RENTAL OF PAULK PARK DEPOT**

**FEES: \$225.00 Reunions/Dinners (General Public) \$150.00 (Business/Industry)**

**\$160.00 Refundable Key/Damage Deposit – Required by ALL Renters.**

**RESERVATION REQUEST** is not valid until the requester comes to the Department of Leisure Services office between 8:00 a.m. to 5:00 p.m. weekdays to pay \$160.00 reservation deposit or the rental fee.

**The remainder of the rental fee is to be paid one week prior to the date of use.**

**RENTAL CONFIRMATION** is made at time rental fee is paid. Renter is to provide information required for DLS staff to set up room for the affair. **NOTE: DLS does not guarantee the set up will be completed earlier than 10:00 a.m. on the day the facility is to be used, due to prior rental.**

**RENTAL KEY** may be picked up the day of the weekday event. Keys for Friday, Saturday and Sunday affairs must be picked up before 12:00 noon on Friday prior to use of facility at DLS Office.

**RENTAL FEE INCLUDES:** Cleaning, set-up and use of facility only.

### **RENTER IS RESPONSIBLE FOR:**

- Leaving the building as found.
- Sound Equipment and Camera Equipment
- Extension cords for any equipment used.
- Removing table covering and placing with all other trash in the trash cans provided. Trash cans should be emptied in the dumpster at the end of the building. Wiping any spilled beverages or food off the floor.
- Turning off air conditioning or heat before leaving the building.
- Turning off all lights and checking to see if all doors are locked.
- **Removal of any audio-visual or cooking equipment, decorations, instruments or any other personal property of renter or guests by 12:00 a.m. DLS is not responsible for any of the renter's personal property left in the building at any time.**
- Paper, trash and litter are to be cleaned up from the grounds in front of the building.

### **RESTRICTIONS INCLUDE:**

- **NO** serving of alcoholic beverages or controlled substances in the building or on the grounds
- **NO SMOKING** in the building.
- **NO** banners or decorations are to be hung from the ceiling or on the walls.
- **NO Bouncy Houses Allowed unless you provide your own generator for use.**
- Due to the Noise Ordinance, music and sound equipment should be kept at a respectable volume. Music is to be stopped **NO LATER THAN 12:00 a.m.**
- **Renter will not enter the building before 10:00 a.m. on the day of use and must vacate the premises by 12:00 a.m. NO EXCEPTIONS. Renter will be charged for another full day if entering or leaving before/after these times.**
- Any damages to building from participants will be the responsibility of sponsoring organization, individual or hosting group.
- DLS reserves the right to refuse future use of the Depot to any organization, individual or group who violates these rules and regulations.

### **REFUNDS OF DEPOSIT WILL BE MADE IF:**

- Reservation is cancelled 72 hours prior to date of use.
- No damage has been done to building and key is returned promptly.  
***If the building is not left as found, a cleanup fee will be required***