

# HARTSVILLE/TROUSDALE COUNTY COMMUNITY CENTER

## **POLICY AND USAGE AGREEMENT**

*(Please share this information with all vendors, caterers, florists, decorators, etc. that are involved with your event. **You are responsible for their actions.**)*

### **For the benefit of all, it is requested that the following guidelines be observed.**

1. Any person or group wishing to use the Hartsville/Trousdale County Community Center shall contact the Hartsville/Trousdale County Public Works Office for an "Application for Usage." The Application shall be fully completed, signed, and returned to the HTC Public Works office prior to the date of rental. The Application will be reviewed to determine if the activity is in keeping with the regulations of HTC Community Center, to determine if the needed date is available, and to access any fees necessary. The contact person named on the application will be contacted to complete the transaction. Each group must designate one contact person.
2. Any person or group wishing to use the HTC Community Center must comply with the policy for use of the Center. Anyone who fails to comply with the policy for the use of the Center risks the loss of the use of the HTC Community Center for future events.
3. **User fees must be paid within two weeks of reserving the space.** Fee for usage is **\$200 per event/day** or more depending on the type of event. A twelve-month advanced notice is needed on annual events.
4. Hartsville/Trousdale County reserves the right to cancel the use of the HTC Community Center by a person or organization by giving the person or group at least a 14-day notice.
5. **A key must be checked out from the Hartsville/Trousdale County Public Works office before your event. If you have a weekend event scheduled, you will need to check out the key by Friday before 3:00 p.m.**
6. There will be no smoking allowed.
7. **No alcoholic beverages and no illegal substances allowed at the Hartsville/Trousdale County Community Center.**
8. The HTC Public Works Department will review events/activities requested to be held at the HTC Community Center.
9. Damage to the facility is the responsibility of the person or group using the facility at that time. Any damages or losses to the HTC Community Center received as a result of the person or organization's use of the Center shall be borne in full and promptly paid by the person or organization.
10. In the event of cancellation, all fees are refundable up to 30 days before the event. There will be NO refund if cancellation is less than 30 days prior to the event.

11. Person(s) using the Center are responsible for the set-up & clean-up of the specific building or area of the HTC Community Center used; including the room, kitchen, outside area, and bathrooms. **This includes washing off tables and chairs (tops and undersides), sweeping, washing dishes, and removal of any trash generated during the use of the facility.** Bins are provided outside of the building for trash. Trash is not to be left on the ground surrounding the bins.
12. It is the responsibility of the person(s) or organization using the facility to return tables and chairs to the storage area in their original condition. Please place tables in the storage area and stack chairs on racks after use.
13. The use of tacks, nails, staples, or adhesive materials on the walls and ceiling is prohibited at the HTC Community Center. Removal of any items from the walls or items in the HTC Community Center is prohibited. Any game involving the use of a ball is prohibited in the HTC Community Center.
14. Children must be supervised at all times.
15. Hartsville/Trousdale County is not responsible for items left or lost on the property.
16. **Before leaving the premises, please remember to make sure all heating appliances are turned off, all water faucets are turned off, and check all doors to make sure they are secure.**

**\*\*WIFI PASSWORD IS municipalriverprogress\*\***

I assume the responsibility and liability for damages to premises, furnishings, equipment, and grounds during my time of rental.

**By signing the Application, I state that I have read, understand, and agree to the usage agreement of the HTC Community Center.**

Signature of User	Date	Approved by County Mayor
Contact Information:		
Address		
Phone: Main:	Alt	
Date(s) of event		
Payment Received by		

Key Number:	
Key Picked up:	
Key Turned in:	
Payment Received:	

HARTSVILLE/TROUSDALE COUNTY COMMUNITY CENTER

**RENTER INFORMATION**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Information:

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

**Date requested** \_\_\_\_\_

**Set up** \_\_\_\_\_

**Event Start Time** \_\_\_\_\_

**Event End Time** \_\_\_\_\_

*(Center must be cleaned and closed by 10pm)*

Purpose of the event: *(baby shower, celebration, family gathering, church services, etc)*

\_\_\_\_\_  
\_\_\_\_\_

Number of people expected at this gathering: \_\_\_\_\_

Will tables and chairs be used for this event? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you understand guideline #5 that you are responsible for picking up a key before your event? YES \_\_\_\_\_ NO \_\_\_\_\_

**Please read and initial the statements below:**

\_\_\_\_\_ Reservation Fees must be paid within two weeks of setting the date of the event.

\_\_\_\_\_ I understand Guideline #5 that I am responsible for picking up a key before my event.

\_\_\_\_\_ I have read the TN Department of Health Food Law Changes and understand that I am responsible for any food served/consumed during my event. \*\*

\_\_\_\_\_ I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO TAKE OFF ALL TRASH. IF NOT, I FORFEIT THE RIGHT TO USE THE FACILITY AGAIN.

\_\_\_\_\_ It is my responsibility to pick up keys before my event

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Status    *Approved*        *Event Cancelled*        *Organization/Family Banned*