

SKY VALLEY – SCALY MOUNTAIN VF&R
CONTRACT FOR COMMUNITY ROOM USE

I, _____, understand that in using the Community Room at the Scaly Mountain Fire Station on the ____ day of _____, 20____, I agree to the following:

1. The activity that I am/we are having must be of some generally accepted benefit to the residents of our Fire Districts or for my personal use. Functions held to sell items or raise money may only be conducted by 501(c)(3) or 501(c)(4) organizations known to the Fire Department. No private fundraisers or promotions will be permitted. This clause does not prohibit a 501(c)(3) or 501(c)(4) organization from sponsoring and conducting a fundraiser for a needy person or family.
2. All political activities such as campaigns or promotions are prohibited.
3. I/we understand that in order to reserve and use this room, I/we must be a property tax paying owner of Sky Valley, Scaly Mountain or our outlying Georgia fire district or be sponsored by someone who is a property tax paying owner. If a sponsor is signing this for someone else, they understand that they are assuming **all** liability under this contract and they must show their latest property tax notice. A copy of the latest property tax notice must be shown at the time a contract is signed. The only exceptions are for active duty members of the Sky Valley-Scaly Mountain VFR and the Macon County Board of Elections for conducting elections.
4. I/we have inspected the facility within 24 hours prior to our use. Any pre-existing cleanliness or maintenance issues are noted on this form and agreed to by a representative of the Fire Dept. This includes the grounds and parking lot. We pledge to leave the facility in as good or better condition as found. If I/we do not clean up after my event, I/we understand that I will be billed \$50 per hour for inside or outside cleaning.
5. **I/we understand that I am/we are responsible for the actions of everyone attending the function and any damage they cause. Children must be supervised at all times. A fine will be levied if we find evidence of children throwing rocks or pulling the fire alarm.**
6. **No one is permitted on the bank at the rear of the parking lot or beside the building. Children must be kept off the fences.**
7. **NO alcoholic beverages are allowed on the premises.** This is an alcohol free facility and property.
8. **This is a smoke free facility.** Smoking inside the building is prohibited. I/we understand that any cigarette butts on the ground must be cleaned up.
9. I/we understand that nothing will be taped anywhere in the community room or kitchen nor pins or nails stuck in the walls, ceilings or floors. I/we understand that I am/we are responsible for all damages. If I/we want decorations on the ceiling or walls, then I/we understand that I/we have to use the magnetic and plastic hooks available in the kitchen.

10. Part of my/our responsibilities are:
 - a. Clean and sanitize all tables and chairs after use.
 - b. Sweep all floors after use.
 - c. Mop all floors after use.
 - d. Clean all walls.
 - e. Clean anything used in the kitchen and put back where it came from.
 - f. Food must not be left behind after an event unless prior arrangements to do so have been made with the Fire Department.
 - g. Remove all trash and put new bags in the trashcans. Bags are under the triple sinks in the kitchen.
 - h. Clean and sanitize all bathrooms.
 - i. If I/we use the sound system, I/we must turn it off when we leave.
 - j. Turn the heating & air back to the base setting when I/we leave.

11. I/we understand that as a courtesy to our neighbors in this community, **all functions will end at 11:00 pm.** If I/we stay to clean the room, I/we will be quiet while doing so and while leaving.

12. I/we understand that there is no room in the building for personal storage. Anything we bring in must leave with us unless we are donating it for the use of the Fire Department. Donations must go through the Fire Chief.

13. The fee for use of this room is \$25 per day and a \$50.00 deposit. If my/our use is for less than 5 hours, then I/we agree to pay \$5 per hour plus the deposit. If the room is left clean, the deposit will be refunded.

14. A representative of all groups using the community room must meet with a Fire Department representative to be shown light switches, heating and cooling controls, how to unlock and lock the doors, use of sound system, kitchen, location of mop and brooms, etc. A date and time for this meeting must be agreed upon well in advance of the meeting.

By signing below I am/we are agreeing to the above responsibilities and that I am/we are receiving a copy of this Contract.

Date: _____ Signed By: _____

Print Name: _____

Phone number: _____

Door Code:* _____ Residence address: _____

Mailing address: _____

*To select a door code, pick 3 or 4 numbers between 1 and 5, do NOT duplicate a number, i.e. 1234 or 135 or 531.