

OGCC Rental Agreement

Oak Grove Community Center

1705 Thompsonville Ln.

Oak Grove, Ky. 42262

270-640-7575

General Terms

The renter must be at least 18 years of age and be present through the entire event.

Alcohol is not allowed in the Center or on the grounds of the Center.

Renter assumes all responsibility for any damage to the facility.

Renters assume all responsibility for any injuries to their guest during the event.

Pools, water balloons/guns and Slip and Slides are not authorized during your event.

The renter is responsible for clean-up and trash removal after the event. Cleaning supplies and trash bags will be provided.

Renters Name: _____ Phone# _____

Purpose of Rental: _____

Event Day: _____ Hours Needed: _____

Room Needed (circle one) Community Room _____ Gymnasium _____

of tables needed _____ # of Chairs needed _____

All rentals will be for a period of 4 hours and all events shall be finished and cleaned up by 10:00 pm.

Cost of Rental

Community Room capacity 30

Monday- Thursday Rental Fee

\$150.00 with a \$150.00 deposit that must be paid at City Hall prior to your event. The City has 14 working days to return your deposit.

Friday- Saturday Rental Fee

\$200.00 with a \$150.00 deposit that must be paid at City Hall prior to your event. The City has 14 working days to return your deposit.

Gymnasium Capacity 175

Monday – Thursday Rental Fee

\$250.00 with a \$250.00 deposit that must be paid at City Hall prior to your event. The City has 14 working days to return your deposit.

Friday-Saturday Rental Fee

\$300.00 with a \$250.00 deposit that must be paid at City Hall prior to your event. The City has 14 working days to return your deposit.

_____ I, the undersigned, representing myself and or the Organization renting the facility do hereby agree to be bound by and comply with all the terms listed in the OGCC Rental Agreement. I agree to be present and responsible during the event. Further, I accept responsibility for damage caused to the building, equipment, furnishings, and surrounding area.

_____ I, understand and agree that the OGCC and the City of Oak Grove and its employees shall not incur any liability for any injury to persons or damage to the property experienced using this facility. I further agree that the City shall be held harmless for all liability arising out of the renter's use of OGCC or any other City facility or property.

_____ I, agree that violations of any of the terms of this agreement may cause the rental contract to be revoked, without notice, and may result in immediate removal from the premises.

Signature of Renter:

Date

Directors Approval:

Date