

**CITY OF DECATUR ACTIVE LIVING DIVISION
POLICIES FOR FACILITY USE**

PLEASE INITIAL (And return with Deposit Check):

_____ **1. Complete the reservation form and return** it to Decatur Recreation Center (231 Sycamore St.) or Ebster Recreation Center (105 Electric Ave.) for final approval of the activity and the date. Decatur Active Living reserves the right to withhold permission for any event, and may cancel any reservation up to 2 weeks in advance of reservation date.

_____ **2. On-going reservations** require an 8-week commitment and monthly payments are due on the 1st of each month. On-Going rentals are renewable the first of each year. Patrons renewing on-going reservations have the first priority in receiving the same reservation day, time and room(s) previously reserved. All rentals are subject to reschedule or relocation in the event of a conflict with a City function. **HOLIDAYS:** On the following dates, the department will be closed. If a class/rental falls on the one of the dates or an observed day, a make-up day may be scheduled: **New Years Day; Martin Luther King Day; Presidents Day; Easter; Memorial Day; July Fourth; Labor Day; Thanksgiving Holiday; Christmas Eve and Day.**

_____ **3. Center cannot be closed** to accommodate reservations during regular operating hours. Available meeting rooms, however, may be reserved during regular operating hours.

_____ **4. The minimum time** for all reservation is two hours. Additional time is allotted in one hour increments. A one-hour reservation request may be honored provided the two-hour payment is made. No rental may exceed 12:00 midnight.

_____ **5. The Responsible Party should review the condition checklist** provided prior to the activity and make remarks concerning the cleanliness and state of the facility. The completed checklist should be returned to the facility attendant. The facility attendant will assess the condition of the facility after the event. Any charges for cleaning and/or damage will be made from this assessment. In the absence of this checklist, unexplained damages must be attributed to the Responsible Party. **If undue or excessive cleaning is required,** the charge will be at the rate of \$20/ hour. **Damages** will be charged based on the cost of labor and materials to complete repairs. Assessments for cleaning and/or damages will be charged against the retained security deposit and billed if over deposit. If charges are assessed, an itemization and description of that assessment will be provided.

_____ **6. Cleaning** includes mopping of floors; cleaning any spills; cleaning all surfaces and appliances in kitchen; bagging and disposing of trash in the designated area; wiping all tables; stacking tables/chairs; and returning the rooms to their original arrangement. If the space is left in the state of disarray as judged by the Active Living Staff, or if damages occur, the security deposit will be retained by Active Living Staff.

_____ **7. Alcoholic beverages are not permitted** to be brought into, served or sold in any City of Decatur facility. Organizations/individuals will be faced with sanctions if they do not adhere to the alcohol policy. **Smoking is not permitted** in the facility. **No food or drink is permitted in the gym.** Gym shoes only must be worn on the gym floor. If food is being served, discard/remove all remaining from the premises. Discarded food must be bagged and disposed of in dumpster. Open flamed cookers or grills are not permitted in the facility.

_____ **8. Functions involving large crowds** and other functions at the Center Director's discretion may require a security guard at patron's expense. See rental brochure for room capacity.

_____ **9. A limited number of tables and chairs** are included in the rental price. Tables and chairs are for use inside the facility only. See brochure for additional chair/table rental fees. Other equipment may be obtained from other sources by individual/organization. Please notify Active Living Division of delivery/pick-up schedules arranged for such materials.

_____ **10. Parking and noise ordinance compliance** will be the responsibility of the individual/organization in charge. Parking is limited. See parking brochure or visit decaturga.com/parking.

_____ **11. The Responsible Party will assume all responsibility for the conduct of its guests.** Participants should not be allowed to engage in any hazardous activities. Children must be supervised at all times.

_____ **12. Patrons wishing to cancel a reservation** may do so by contacting the Facility Director no later than one month prior to reservation date in order to receive a refund (less a \$25.00 handling fee). Failure to do so shall result in forfeit of the **total** rental fee. (NOTE: It takes 3-4 weeks to process a refund.)

_____ **13. The individual/group is not expected to occupy the facility** until the time indicated, and should relinquish the facility at the end of the reserved time. Failure to do so will result in a deduction of security deposit of \$5 for each 5 minutes of extra time. Clean-up and break down time should be included in rental time.