

**CITY OF LANETT JANE FARRAR EVENT CENTER
RENTAL APPLICATION**

Name:	Address:
SS#:	Copy of Drivers License :
Home Phone:	Work Phone:
Alternate Name:	Alternate Address:
Alternate Home Phone #:	Alternate Work Phone:
Type of event:	Number of people attending:
Date of event:	Time of event:
Note: Four hours is the maximum time for rental	

We are proud you have chosen the Lanett Jane Farrar Event Center for your event. Each person reserving the Center will be given a copy of this list and you will need to initial by each number to indicate that you understand the rules. Persons reserving the Center will pay \$_____ for the use of the building (to pay for utilities, upkeep, etc.) and a \$_____ deposit. Payment must be made at the time of the reservation (total of \$_____).

The Center is open for reservations on a first come, first serve basis for the citizens within the city boundaries of Lanett.

#	Rule	Initial
1.	Clean building, including bathrooms, floors, kitchen, tables, etc.	
2.	All supplies belong to the Event Center including the warming cabinet. These items are not for public use.	
3.	No cooking allowed. No exceptions.	
4.	Bring your own paper goods, cleaning products, and garbage bags.	
5.	Remove garbage from the building when you finish with your event. Place garbage in the outer garbage containers.	
6.	No alcoholic beverages. <u>No exceptions.</u>	
7.	No smoking inside the building.	
8.	No loud music.	
9.	Turn off all lights.	
10.	Lock up the building and return the key to Lanett City Hall Administrative Office on the next business morning.	
11.	Do not change thermostat settings.	
12.	Please do not attach anything to the walls or ceiling.	

The City of Lanett is not responsible for any injuries during the use of this facility. The person reserving the facility will be responsible for any damages, which might occur. A Recreation Employee will okay the refund of your deposit after approval of the inspection of the building.

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I, _____, understand that I will be held responsible for any damages or clean up required to the City of Lanett Jane Farrar Event Center.

Agreement: The undersigned, having authority for the above person or organization, hereby makes application to the City of Lanett Jane Farrar Center for the use of their facility as indicated above and certifies that the information given in this application is correct. The applicant agrees that the organization or group will observe all rules and regulations set by the City of Lanett Jane Farrar Center. The applicant agrees to exercise caution in the use of the facility and agrees to hold the City of Lanett harmless for any liability resulting from the use of the facility. The applicant further agrees to reimburse the City of Lanett for any and all damages arising from the use of the facility. The applicant signs below in agreement of all the rules mentioned above.

Signature: _____ Date: _____

Witness: _____ Date: _____

Building Inspection to be completed by City Inspector:

Building clean:	
Bathrooms:	
Kitchen:	
Other areas clean:	
Garbage removed:	
Walls-Ceilings Clear:	
Rules Obeyed:	
Key Returned:	
Deposit Approved or Denied:	
Reason for Denial:	
Inspection by:	
Comments:	

If no damage is found upon inspection and the premises were properly cleaned and arranged, the inspecting employee will sign indicating approval for return of deposit. The City Clerk and accounts payable department will mail a check for the deposit to the person that paid the deposit.

The City of Lanett has the right to deny use of the facility to any person, group or organization that is deemed detrimental to the City of Lanett.