

Multi-Purpose Room Rental Policy Information

Multi-Purpose Room Usage: The Multi-Purpose Room may not be reserved more than one (1) year in advanced. The new calendar year for rentals will open the second weekend in December to start reservations for the upcoming Year. **The Multi-Purpose Room may not be used for fundraising purposes with prior approval from the Director.** Commercial Solicitation and transactions are prohibited. Request for periodic regularly or recurring use of facilities must be approved by Parks and Recreation Director.

Hours: The Multi-Purpose Room may be rented Monday through Sunday from 8AM to 12AM. No facility may be used outside of this time frame without prior approval from Parks and Recreation Director. Please allow appropriate time for setup before the event and clean up after the event.

Rental Agreement: To reserve the Multi-Purpose Room, a Facility Rental Agreement must be completed, signed and returned to the Parks and Recreation Division. (new building address). Any function that is not within hours of operation you will be required to pay a member of our staff \$25.00 per hour.

Police/Security: If the City requires a Police Officer to staff the renter's use of the facility, the renter will be required to hire an off-duty Union City police officer to staff the event. **Any and all teen functions an officer is required to be present.**

Union City residents: A Security Deposit in the amount of \$300 shall be due to rent the facility. A portion of this deposit, in the amount \$150 shall be presented to the Parks and Recreation Division as anon-refundable Reservation Fee at the time of reservation. The remaining Security Deposit in the amount \$150 shall be presented to Parks and Recreation Division at least two (2) weeks prior to the event.

In addition to Security Deposit described above, a Rental Fee in the amount of \$175 for the first two hours and \$35 for each additional hour shall be presented to the Parks and Recreation Division at least two (2) weeks prior to scheduled event date.

Non Union City residents: A Security Deposit in the amount of \$350 shall be due to rent the facility. A portion of this deposit, in the amount of \$150 shall be presented to the Parks and Recreation Division as a non-refundable Reservation Fee at the time of reservation. The remaining \$200 shall be presented to the Parks and Recreation Division at least two (2) weeks prior to the event.

In addition to the Security Deposit described above, a Rental Fee in the amount of \$200 for the first two hours and \$50 for each additional hour shall be presented to the Parks and Recreation Division at least two (2) weeks prior to the scheduled event date.

Return of Security Deposit: The deposits is refundable if the Multi-Purpose Room is left clean and there is no damage to furnishings or equipment. If Damage occurs and the cost of the damage exceeds the amount of the deposit, the renter will be billed for any additional expense. Damages could lead to losing Multi-Purpose Room use privileges. The decision of whether the deposit shall be refunded is solely up to the Parks and Recreation Division and will not be refunded until the Multi-Purpose Room has been inspected by City Personnel. Please allow 30 calendar days following the return of the key for refund of the Security Deposit in cases where there are no damages to the Multi-Purpose Room.

Cleaning: The Multi-Purpose Room must cleaned, all decorations and trash must be removed, and the Multi-Purpose Room must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, and trash. All table tops, chairs, counter tops, and any appliances used must be wiped clean. Rental applicant shall mop any spills and sweep the floor. If it becomes necessary for City personnel to do an extensive amount of cleaning, there will be a corresponding deduction from the security deposit, as determined by the Parks and Recreation Division.

Reservation Status: A rental reservation is considered binding after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel. Rental applicants may not advertise any event until the Facility Rental Agreement has been approved.

Cancellation Policy: All cancellations will result in prior to their event. If the renter believes that the forfeiture of the \$150 Reservation Fee.

Firearms/Air Rifles: Firearms and Air Rifles to prohibited by City Ordinance, on or around surrounding areas being property of the City of Union City.

Tables and Chairs: The Parks and Recreation Division has a limited amount of tables and chairs that may be utilized by the renter if available Applicant is responsible for setting up the room according to their needs and returning the room back to its original state (including cleaning kitchen area, wiping down counters, and removing all trash to appropriate containers). The onsite staff personnel will determine if there is any damage at the end of each rental.

Alcoholic Beverages: Consumption or possession all of any alcoholic beverage within, on or about any city-owned and maintained public parks and recreation areas is prohibited.

Caterers: Rental applicants may choose to employ outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, lines, and service needs. No catering equipment, décor, or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the parks and Recreation Manager. The City of Union City is not responsible for any lost or stolen equipment.

Minors: Any rental applicant with participants under the age of 21 is required to have at least one adult chaperone for every ten minors present during the event.

Personal Property: The City of Union City is not responsible for any valuables or personal property.

Facility Appearance: The City of Union City cannot guarantee that the rented space will have the same appearance as when originally viewed. Renters are encouraged to inspect the facility in adequate time prior to their event. If the renter believes that the facility condition is inappropriate s/he shall immediately call Lee Blitch (770) 853-9345 to request assistance.

Decorations: No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.

Confetti: Thrown rice, birdseed, glitter, and all types of confetti are prohibited inside the Etris Multi-Purpose Room.

Candles: All candles must be contained in a glass container taller than the top of the candle flame.

Smoking: Smoking is prohibited in and around all City Park Facilities.

Animals: Animals are not permitted inside the Multi-Purpose Room without prior approval of the Parks and Recreation Manager.

Parking: Limited spaces are available for parking at and around the Etris Community Center. Vehicles shall not be parked on the grass or any unauthorized or unmarked parking location.

Questions/Problems? If you have any questions or problems before or during the event at the Etris Multi-Purpose Room, please call Lee Blitch (770) 853-9345.



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