

**RENTAL CONTRACT  
FOR CITY OF LAUREL/TRAIN DEPOT**

Date \_\_\_\_\_

Name \_\_\_\_\_ Date of Rental \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Activity being held \_\_\_\_\_

Length of use \_\_\_\_\_ Opening time \_\_\_\_\_ Closing \_\_\_\_\_

Estimated number of participants \_\_\_\_\_

Facility and Room desired \_\_\_\_\_

Special needs \_\_\_\_\_

I certify that the information given above is true to the best of my knowledge, and I agree to follow the guidelines for this facility. I understand that this agreement shall become void if any of the above information is found to be false or if any portion of the guidelines is violated during my use of this facility.

Applicant's signature \_\_\_\_\_

Rental fee \_\_\_\_\_ Paid \_\_\_\_\_

Deposit \_\_\_\_\_ Paid \_\_\_\_\_

Balance \_\_\_\_\_ Paid \_\_\_\_\_

Please attach check or money order and send to:

Laurel Parks & Recreation Department

Attention: Janie Garrett

P.O. Box 647

Laurel, MS 39441

Office telephone: 601-649-7013

Please be aware that this contract will not be approved until payment of the deposit has been received.

There will be a \$30.00 fee if check is not honored by bank.

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**For office use only:**

**APPROVED** \_\_\_\_\_ **DISAPPROVED** \_\_\_\_\_ **REASON** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Payment Received \_\_\_\_\_ Date \_\_\_\_\_

## GUIDELINES FOR USE OF CITY OF LAUREL RECREATION FACILITIES

**Adherence to these guidelines is required for use of Laurel Recreation Department facilities. Violation of these guidelines will cause rental contract to become voided.**

1. Persons or organizations requesting rental of the facility are required to furnish proof of age. Applicants must be 25 years of age. Renters are responsible for any damage or theft to the facility and/or equipment that occurs during the applicant's occupancy, regardless of the cost. A \$100.00 refundable deposit is required for each rental of the facility to be used in the event that the facility or its furniture is damaged in any way. If the facility and its furniture do not incur damage during the rental, the deposit will be refunded within 5 working days of the rental time.
2. Smoking is not permitted inside public facilities. (INDOORS)
3. All garbage and food must be collected and left in trash receptacle at the rear of the facility at the end of the applicant's rental time.
4. Furniture may not be removed from the facility.
5. No nails, staples, tacks, tape or other adhesives may be used on the walls or any other surface in the facility.
6. Rental times include set-up and take-down. All items brought into the facility must be removed within the reservation hours stated on the rental agreement contract. No additional time will be allowed unless paid for at the rate of \$20.00 per hour. This includes all decorations, food, additional chairs, backdrops, etc.
7. The City of Laurel does not provide security for organizations renting this facility, and the City of Laurel is not responsible for theft or damage that may occur to the vehicles or other belongings of those renting this facility. The City of Laurel recommends that organizations using this facility enlist the services of a security guard during the rental time.
8. The condition in which the premises are left after the use of the facility will determine the future approval of use of Recreation Department facilities.
9. Applicants shall not permit disruptive behavior or the use, possession or distribution of any pornographic material, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or allow illegal acts to be committed on City property.
10. All applications for rental must be approved by the appropriate facility manager or the Recreation Superintendent.
11. The City of Laurel Building Code requires that a facility not exceed its occupancy level in order to ensure the safety of those present in case of fire. (See below)

Depot Freight Room.....75  
Depot Laurel Room.....200

12. There shall be no door charges unless approved by the Recreation Superintendent, or his designee. The attendant present is in charge of the building and shall have the authority to take measures to ensure that all rules are followed.
13. Names of security and chaperones must be provided 2 days prior to the reservation date. Chaperones and security must be present before event starts and until the last patron has left.
14. Reservations for facilities must be made at least 2 weeks prior to the date of desired use. Reservations are not finalized until payment of the deposit is received.
15. In the event that a reservation must be canceled, the Managers Office personnel must be notified two weeks prior to the reservation in order to be refunded deposit amount.
16. The individual who signs the rental agreement assumes responsibility for the actions of those present at the Recreation facility during the rental time stated on the contract. Any applicant granted use of this facility may not assign his/her rental time to another person, group or organization.
17. Facility leasee will hold City of Laurel harmless of any injury of person, equipment, and or possessions during the period of rental, except where the City may be deemed negligent.
18. Any deviation from this contract must be authorized by the Recreation Department.
19. No admission will be charged for events taking place on City property.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fees for Facility Use:**

Deposit amount.....\$100.00  
12 Hour Depot Laurel Room.....\$600.00/ 12 hours or \$100.00/hour  
12 Hour Depot Freight Room.....\$450.00/community meeting rental or \$50.00/hour  
Entire Depot 12 hours.....\$850.00  
Non Profit Use.....\$95.00 hourly  
Non Profit use Freight Room.....\$50.00 hourly  
3 hour business rental.....\$100.00

## Rules of Contract

1. RESPECT THE FACILITY AND ITS STAFF, AS YOU ARE OUR GUEST.
2. THERE IS NO SMOKING ALLOWED IN THE BUILDING.
3. CONSUMPTION OF ALCOHOL IS NOT ALLOWED ON CITY PROPERTY.
4. ALL FUNCTIONS MUST END BY 1 AM. FUNCTIONS WHERE MINORS (UNDER 18 YEARS OF AGE) ARE CONCERNED MUST END BY 10:30PM TO MEET CURFEW LAWS SET BY THE CITY OF LAUREL.
5. THERE MAY NOT BE A COVER CHARGE AT ANY FUNCTION, UNLESS OTHERWISE APPROVED BY ADMINISTRATION.
6. THE PERSON RENTING THE FACILITY MUST BE PRESENT AT THAT FUNCTION, AND WILL BE HELD RESPONSIBLE FOR DAMAGES OR DISRUPTIVE BEHAVIOR.
7. THERE MUST BE AT LEAST ONE CHAPERONE PER 25 PERSONS WHEN THERE ARE MINORS INVOLVED (UNDER THE AGE OF 18)
8. SECURITY WILL BE REQUIRED AT THE EXPENSE OF THE RENTERS FOR ALL FUNCTIONS CONCERNING MINORS.
9. THE RECREATION DEPARTMENT REQUIRES AN ESTIMATED NUMBER OF PARTICIPANTS BEFORE THE EVENT, AND CAPACITY NUMBERS SHALL NOT BE VIOLATED.
10. NO SMOKE, FOG, DRY ICE MACHINES OR SIMILAR TYPE APPARATUS ARE ALLOWED.
11. LIGHTS MUST REMAIN ON DURING NIGHT FUNCTIONS, UNLESS APPROVED OTHERWISE BY STAFF.
12. THE STAFF MEMBER(S) ON DUTY HAVE FINAL SAY ON ALL RULES, DISPUTES, ETC.
13. ENJOY YOURSELF SAFELY!

printed name of lessee

signature of lessee

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