

# Lake Park Civic Center Rental Agreement

City Resident: \$75.00 paid \_\_\_\_\_  
Non-Resident: \$150.00 paid \_\_\_\_\_  
Security Deposit: \$100.00 paid \_\_\_\_\_  
Reservation taken by: \_\_\_\_\_

I hereby apply to the City of Lake Park, GA for rental of the Lake Park Civic Center Building for the day(s) of \_\_\_\_\_, 2026.

Please note: Only the date(s) reserved will be available for use. The renter understands that no early access is permitted for decorating or setting up outside of the contracted rental period.

I agree to pay the City of Lake Park \$\_\_\_\_\_.00 per day upon picking up the building key.

I also agree to pay a damage deposit of \$100.00 in advance for this privilege of reserving the selected day(s). The building **MUST** be cleaned immediately after the use of the building unless prior arrangements have been made and approved by the City Clerk.

**If an extenuating circumstance arises (emergency health issue, death, etc.) a written refund request may be submitted, and it would be reviewed by Council at the next regular Council Meeting.** \_\_\_\_\_

**I agree to return the premises in a like condition, as received normal wear and tears expected.** \_\_\_\_\_

**I further agree to release the City of Lake Park, GA from any liability, accident(s), injuries whatsoever, which might arise from this rental agreement.** \_\_\_\_\_

Renter is responsible for total cleaning of inside building and outside yard of debris. Cleaning must be done on the day of the rental, unless prior arrangements have been made with the clerk's office.

I have read and understood the rental agreement in this agreement.

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ ALT Number: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_  
(No later than 10pm)

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Lake Park Civic Center Rules and Regulations

1. NO SMOKING OR VAPING in the building or on the porch; cigarette butts must be picked up!
2. NO ALCOHOL of any kind or type is permitted in or on the premises, or in the parking area.
3. NO DRUGS of any kind or type is permitted in or on the premises, or in the parking area.
4. NO GAMBLING. NO ILLEGAL ACTIVITIES of any kind permitted in or on the premises, or in the parking area.
5. NO CANDLES are allowed. Electric or battery-operated candles are permitted. **NO** fire in the fireplace!
6. No glitter, confetti, rice, birdseed, petals, sparklers, etc. may be used/tossed in the Civic Center, the outside areas, or in the parking areas. Celebratory bubbles may be used **ONLY** outside the Civic Center.
7. No tape, push pins, tacks, or nails are to be put in the walls, doors, or ceiling!
8. All garbage, including decorations, gift paper, food leftovers, etc., must be appropriately bagged and removed from the premises by the Renter. GARBAGE receptacles are provided at the backdoor entrance of the Civic Center.
9. Remove all items from refrigerator, stove, and cabinets.
10. All belongings of the Renter and guests must be removed from the premises. The city is NOT responsible for any items, personal or otherwise, left behind by Renter or Renter's guests.
11. Renter is responsible for total cleaning of inside building and outside yard of debris. Cleaning must be done on the day of the rental unless prior arrangements have been made with the clerk's office.
12. All tables and chairs must be folded and placed next to the wall or center of the room. TABLES AND CHAIRS ARE NOT TO BE REMOVED FROM INSIDE CIVIC CENTER OR USED OUTDOORS.
13. Cut off heat/air unit, lights, and ceiling fans and LOCK front, back and side doors.
14. Be sure and pick up trash that has been scattered outside the building. Place all trash in plastic bags.
15. Outdoor cooking is allowed in designated areas only and you are responsible for cleaning up afterwards. Outside grills must be at least twenty-five feet away from the building per Lake Park Fire Department. Violators can and will be fined.
16. The Civic Center is available for rent between the hours of 8:00 a.m. and 10:00 p.m. daily and may be rented by any individual at least twenty-one (21) years of age, on behalf of him/herself or on behalf of a group or organization (hereinafter referred to as "Renter").
17. NO PETS are allowed in Civic Center.
  - Maximum occupancy of **seventy-five** people/1300 sq. ft and (8) 8 ft square tables (64) chairs. Exits are NOT to be blocked per the Fire Marshall.

- The City of Lake Park **does not** provide cleaning supplies. We do provide toilet paper, paper towels, and hand soap. **You are required to bring your own broom, mop, and cleaning supply to use to clean after your event.**
- Upon arrival, should you notice any pre-existing issues, please document them with photographs and provide them to the City Clerk.
- A refundable Security Deposit in the amount of ONE HUNDRED (\$100.00) DOLLARS shall be paid by the Renter to cover the cost of any damage to the building or furniture at the time of booking. The Security Deposit shall be refunded by the City to Renter only after inspection of the Civic Center by the City, and it has been determined that no damage has occurred because of the Renter or the Renter's guests. If damage has occurred, including but not limited to damage to floors, walls, appliances, furniture, plumbing, electrical, landscaping, property of Renter's guests, etc., the cost of repair or replacement shall be deducted from the Security Deposit and the remaining balance of Security Deposit, if any, shall be refunded to Renter. Intentional damage due to neglect by the Renter or Renter's guests could result in legal action. The rental date is not guaranteed without a valid Rental Agreement and full payment of security deposit.

Please call 229-559-7470 press eight to contact the Maintenance Emergency department if there are any issues.

Further, by signing below, the Renter agrees to indemnify and hold harmless the City of Lake Park, from any and all claims, including damages, judgments, and/or attorneys' fees, brought by the undersigned, a guest, or any third party, resulting from injuries occurring within or about the Civic Center or the premises or the parking area, which are not solely caused by the intentional or wrongful conduct or grossly negligent conduct of the City.

I have read, Understood and Agree with the rental Rules and Regulations in this agreement.

\_\_\_\_\_  
Renter signature

\_\_\_\_\_  
Date

# CLEAN UP CHECKLIST

**Before leaving the venue, please make sure all items are checked and signed off at the bottom and leave the completed checklist in the KITCHEN. If you fail to abide by any of the rules and cleaning, you will forfeit your security deposit of \$100.00. Place key in night drop box at City Hall.**

## KITCHEN

- All surfaces and the sink area should be cleared, wiped down and sanitized. This includes wiping spills/grease from front of cabinets.
- Floors swept and mopped.
- Remove all food from the kitchen, refrigerator and on counters.
- Wipe spills & food from inside the refrigerator.
- Place all garbage bags into the large garbage cans outside. Put new garbage bags in cans.  
\*\*NO leaky bags left in the kitchen\*\*

## MAIN EVENT SPACE

- Remove all the decor, florals and accessories that you may have brought in.
- Main event room floors are to be **swept, mopped**, and spills wiped clean including (walls, doors, window seals).
- Wipe all tables and chairs with damp cloth, stack and put away.
- Remove all trash and place full bags in the large cans outside. Put new garbage bags in cans. \*\*NO leaky bags left inside, please.
- Wipe off mantel with a damp cloth.
- Wipe off doorway trim entrance to kitchen and bathroom.
- Ensure that the **THERMOSTAT** is turned **OFF**.

## RESTROOMS

- All surfaces and the sink area should be cleared, wiped down and sanitized.
- Toilets and their surfaces should be wiped down and sanitized. Clean any excessive soiling of restrooms by your guests (including on floors and countertops) This includes any bodily fluids left behind.
- Floors are to be **swept and mopped**.
- Empty trash cans and put new garbage bags in cans.

## PATIO / SIDE PORCH / FRONT AREA

- Any litter left outside should be picked up and put into trash cans.
- Porch floors are to be swept, and spills mopped/wiped clean.
- Remove any trash left behind in the parking area and outside the event area.

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Renter signature you received copy

Date

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Renter signatures acknowledge you cleaned

Date