

City of Leesville



Facility Rental Agreement

<input type="checkbox"/> Golf Course Reception Hall 331 Country Club Road, Leesville, LA 71446 Additional amenities available during normal business hours (may result in additional charges): 9-Hole Golf Course, Splash Park, Playground, Covered Pavilions	<input type="checkbox"/> MLK Event Center 1003 Gladys Street, Leesville, LA 71446 Additional amenities available during normal business hours: Covered Basketball Courts, Playground, Covered Pavilion
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Responsible Party's Full Name: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Date of Rental _____ Start Time: _____ End Time: _____

Type of Event (Circle One): PRIVATE PUBLIC

Event Description: _____

Average Age of Guests: _____ Expected number of Guests: _____

Maximum Capacity: 200 guests

Facility Rental Policies:

Fees:

- Cost is \$250.00 per day. All fees must be PAID IN FULL at LEESVILLE CITY HALL prior to the start of the event. There will be no exceptions to this fee, EXCEPT in cases where the City of Leesville is the primary host.
- A minimum deposit of \$100.00 is required when making the reservation. This deposit will be used toward the final rental fee.
- There is also a \$75.00 REFUNDABLE Security Deposit – The entire security deposit will be refunded after conclusion of the event, **provided** the facility is clean and has been returned to its original state. **We would prefer to have a separate check which can be returned uncashed after the event has concluded.**
- For credits, refunds, or changes to rental period, notification must be received by the facility manager no later than 5 days prior to scheduled rental, otherwise the rental deposit (\$100) will be forfeited.
- Responsibility for any damage to facilities resulting from usage beyond normal wear/tear will be assumed by the individual, group, or organization reserving the facility.

Facility Rules:

- The City of Leesville will provide tables, chairs, refrigerator/freezer, stove/oven, trash cans with liners and stocked rest rooms.
- Set-up and clean-up of the facility is the responsibility of the renter, and everything must be returned to its original state at the conclusion of the event.

- You may decorate as desired, but you will be charged for any damage to equipment, building structure, and/or fixtures. **Do not** hang items from the ceiling and/or ceiling fan.
- Food and non-alcoholic drinks may be brought in for the event. Renters must also supply any necessary dishes, utensils, table cloths, etc.
- All paper and waste shall be deposited in trash receptacles in order to keep facility neat and clean.
- At the conclusion of the event, all trash should be removed to the dumpster outside the building. *This includes cigarette butts and trash that may have been dropped outside the building.*
- Brooms, mops and buckets are available, but cleaning solutions will not be provided.

Additional:

- All minors must be under adult supervision at all times.
- NO ALCOHOL or WEAPONS are allowed on the premises.
- NO SMOKING inside buildings.
- NO INFLATABLES, nor anything else requiring extension cords, water hoses, or excessive use of water/electricity.
- NO PETS inside buildings, with the exception of Service Animals.

Your initials here indicate that you have read and understand these "Additional" instructions to the left of this box.

Securing the Facility After Conclusion of your Event:

- The event must be completed and the facility vacated within the specified time as indicated on the contract, ending no later than 11:00 pm.
- Renter should ensure that no personal items have been left behind, including food and drink in the refrigerator, as well as any decorations, clothing or other items, PRIOR to leaving.
- Renter should ensure that all participants have exited the building and that all lights, stove, oven, air conditioning, etc. are off before leaving. The facility should then be secured, with the key returned as directed.

I have read, and will take with me, a copy of the City of Leesville Facility Rental Agreement and agree to abide by all the rules and regulations listed therein.

Signature: _____

Date: _____

Printed Name: _____

Rental Cost: _____ \$250.00

Additional Costs (Amenities): _____

Total Cost: _____

Rental Deposit (Min \$100): _____

Balance Due: _____

Date Paid: _____

Date Paid: _____

Security Deposit: \$75.00 Date Paid: _____ Date Returned: _____

Preferably in the form of a separate check which can be returned, uncashed, to user after the event.

Approved by City of Leesville Staff: _____

OFFICE CODES: Golf Course – 7345; MLK Center – 7400