

**AGREEMENT AND RULES FOR USE OF THE GYM**

**RESERVATIONS:**

Private use of the gym is available for wedding receptions, parties, family gatherings, etc. Each event must be calendared through City Hall. A charge of \$225.00 plus a security deposit of \$100.00 to offset maintenance and repair expenses to the gym must be paid in advance to the City of Sopchoppy for the day of the event. (Each additional day of use will be charged at the rate of \$110.00 per day). The charges must be paid either in cash or money order. If damage to the gym is in excess of this amount, the person signing this agreement shall be personally responsible for any additional repair costs.

**CLEANING:**

You, the renter will be responsible for collecting the garbage from all receptacles and removing it from the premises.

**CLIMATE CONTROL:**

The air condition units have been upgraded for your comfort. We request that when the event is completed and before you leave that the units be placed on 82 degrees. Hopefully this will help keep the cost of the gym rentals to a minimum.

**DECORATIONS:**

Candles: If candles are used, please make sure they are in safe containers. Please protect the floor and the window seals from dripping wax and open flames.

Plants and Flowers: Please protect the woodwork from water damage.

Removal: All decorations shall be removed from the walls and other areas. Please use care not to damage the wall, floors, etc. while in the process of decorating.

Birdseed and/or Bubbles: We ask that birdseed be used instead of rice. Please do not use birdseed and/or bubbles inside the building. Both may be dangerous on the floor and may cause damage to the floor finish.

Floors: Special care should be taken not to scratch the floors. Clean up all spills immediately. The piano, tables, and chairs should not be slid across the floors. Please take care to ensure our floors remain in good condition.

Tables/Chairs: The City has round tables and oblong tables that may be rented for \$5.00 each. We do have some chairs available and they may be rented for \$1.00 each. Please do not sit on tables. Damaged tables will be the responsibility of the renter to replace and the cost will be deducted from your deposit.

**ALCOHOLIC BEVERAGES AND SMOKING:**

**City Ordinance 96-2 prohibits the consumption of alcoholic beverages on Public Property within the city limits. Therefore, refreshments shall not contain alcohol, and alcoholic beverages of any type cannot be served.**

**Our gym is a Public Building and therefore is a “Smoke Free Building”.**

I, the undersigned, have read the above rules and agree to abide by them. I agree that if the gym is not cleaned in accordance to the cleaning rules that my cleaning deposit will be nonrefundable. I also agree that I am personally responsible for any damage to the gym during my usage.

CONTACT # \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

**SIGNED:** \_\_\_\_\_