

## JOHN C. HARRIS COMMUNITY CENTER USE POLICY

The John C. Harris Community Center is available for use to all interested parties who desire to use the facility. Typical use of the building might be small family gatherings, baby showers, birthday parties, civic group meetings and community related activities. All users should expect to pay a rental fee between \$50 and \$250. Reservation of the facility will be on a first come first serve basis. The \$250 Security Deposit and the rental fee are due, in the form of check or money order, at the time the reservation is made. A signed application, agreement and deposit reserve the facility for the requested period of use. However, the Housing Authority mission comes first in the use of the Community Center; when scheduling conflicts occur it will have precedence of use. Rental fees will be refunded or the reservation moved to an alternate date when mission conflicts occur. Deposits will be refunded when keys are returned and the building is restored to the original condition at the time of acceptance. Interested parties must be a member in good standing of the community.

The John C. Harris Community Center is a smoke-free facility as is the surrounding grounds, parking lot and Sycamore Street. The person renting the building is responsible for supervision of every guest and will forfeit their deposit if the no-smoking policy is not followed.

Occupancy of the multi-purpose or dining room is a maximum of 125 people. Occupancy of the entire building is limited to 250 people.

Use of the facility more than twelve times per calendar year requires approval of the Housing Authority of the City of Fulton Board of Commissioners.

Rental fee is based upon duration of use and number of attendees expected. Normal security deposit is \$250.00. Use of the entire facility is \$250 per day. Multiple day use is negotiated by the Executive Director. Use of the multi-purpose room or the dining room only is \$150.00 per day. Use of the kitchen is an additional \$25.00 and may only be rented with the dining room. People renting the kitchen must bring their own cookware, utensils and any other items they may need for their event. There is a refrigerator marked for rental use. All other property in the Kitchen is the property of the Soup Kitchen and is not for public use. Please leave the Kitchen as you found it.

Each Public Housing Residency (in good standing) may use the facility once per calendar year and pay a \$50.00 use fee. Additional uses require full payment. Security deposit will be waived for residents, but the applicant's housing account will be charged for any damages that occur during the use of the building. The person reserving the facility must be over the age of 21 and must be a public housing resident at the time of reservation and time of event to qualify for the discounted building rental fee.

Staff and Commissioners may use the building once per calendar year and no rental fee or deposit is required. The Executive Director may waive the fee(s) when government activities are using the facility, such as the County Clerk designating the facility as a voter polling location. The Executive Director may waive the fee when civic groups or not-for-profit organizations use the facility. Civic groups and not-for-profit organizations will pay a \$50.00 security deposit and sign an agreement at least once per calendar year.

Requests for emergency maintenance should be reported by calling **573-220-1407**. Any requests for service not emergency in nature may result in loss of deposit. Make sure the problem condition(s) are a true emergency.

**NOTE: Violations of these terms or policies may result in forfeiture of the security deposit and/or being barred from future rentals of the building.**

**APPLICATION FOR RENTAL OF THE JOHN C. HARRIS COMMUNITY CENTER**

Organization, Group or Person making Application: \_\_\_\_\_

Date Community Center will be used: \_\_\_\_\_, 20\_\_\_\_ Hours: From \_\_\_\_\_ to \_\_\_\_\_

Person who will be responsible for the premises and key: **Must be over the age of 21.**

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

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

PhoneNumber: \_\_\_\_\_

Description/Purpose of Event, Meeting or Activity: \_\_\_\_\_

Are there admission fees or other charges to attend this event/activity: (circle one) **YES** or **NO**

Approximate number of people expected in attendance: \_\_\_\_\_.

The undersigned agrees to be responsible for supervision of the activity; for the conduct of all persons present; for damages which may result to the Community Center facilities and/or equipment; for the observance of the rules governing the use of the facilities as they appear on the policy statement and agreement and for payment of required fees and deposits. It is understood that the reservation will not be made until paperwork is signed and fees are paid. Applicant is required to pick-up and return the key to the Housing Authority Office, 350 Sycamore, Fulton.

**X** \_\_\_\_\_  
Signature of Applicant Date

**HOLD HARMLESS AGREEMENT**

The undersigned agrees to indemnify, defend and hold harmless the Housing Authority, it's employees and officials, from all claims arising out of the undersigned's usage of the premises, including but not limited to, all claims resulting from the presence of the undersigned licensees, guests or invitees of the premises of the Housing Authority and shall, if requested, provide liability insurance and evidence thereof, in amounts designated by the Housing Authority and specifying the Housing Authority as additional insured.

**X** \_\_\_\_\_  
Signature of Applicant Date

FOR OFFICE USE

**PAYMENTS AND REFUNDS** Reservation Accepted by: \_\_\_\_\_

Date Deposit fee received: \_\_\_\_\_ Ck#: \_\_\_\_\_ Amount: \_\_\_\_\_

Date Rental fee received: \_\_\_\_\_ Ck#: \_\_\_\_\_ Amount: \_\_\_\_\_

Amount withheld for damages, etc.: \_\_\_\_\_

Key Number: \_\_\_\_\_ Date key was checked out: \_\_\_\_\_ BY: \_\_\_\_\_

Key Number: \_\_\_\_\_ Date key was returned: \_\_\_\_\_ BY: \_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_ Amount: \_\_\_\_\_ BY: \_\_\_\_\_

## John C. Harris Community CENTER AGREEMENT

**NOTE:** Violations of this agreement, terms and policies may result in forfeiture of the security deposit and/or being barred from future rentals of the building.

**THE COMMUNITY CENTER (BOTH INSIDE AND OUTSIDE) IS UNDER CONSTANT VIDEO SURVEILLANCE.**

### **Rules and Eligibility Requirements:**

1. The John C. Harris Community Center is available for use by duly organized local service, religious, governmental, cultural or social organizations and/or residents of Callaway County.
2. If any group wishes to use the facility for a fund raising activity **the funds raised must be used for the welfare of the community and for charitable purposes.**
3. **Payment of the security deposit and rental fee must be paid by check or money order to hold the reservation. In case of cancellation, notice must be given within 48 hours of the reservation in order to receive full refund of the rental fee.**
4. The Housing Authority Mission comes first in the use of the Community Center; when scheduling conflicts occur it will have precedence of use. Rental fees will be refunded or the reservation moved to an alternate date when mission conflicts occur.
5. Keys to the building may only be checked out to the applicant during normal business hours the week of the rental and must be returned by 4:30 pm the next day of business following the event.
6. Maximum occupancy of the multi-purpose or dining room is 125 people. Occupancy of the entire building is limited to 250 people.
7. For all rentals lasting longer than 11:00 p.m., a commissioned Callaway County police officer must be present at the expense of the facility renter.
8. **The Community Center building and immediate property is DRUG, ALCOHOL, AND TOBACCO FREE.**
9. Anyone renting the facility is responsible for leaving the building, grounds, and equipment in good condition.
  - a. If tables and chairs are removed from the main area, they should be returned to where they were located.
  - b. Floors and tables must be left clean.
  - c. Any items removed from the facility walls or windows must be put back up.
  - d. Children must be supervised at all times.
  - e. No loud, boisterous or offensive activities are permitted which could be disruptive.
  - f. All trash must be removed from the building and placed in the dumpster outside. New trash bags are provided and should be replaced in the containers.
10. Requests for emergency maintenance should be reported by calling **220-1407**. Any requests for service not emergency in nature may result in loss of deposit.
11. **For EMERGENCY CALLS, dial 911.**
12. Schedule of fees and use policy is included.

I have read and understand the rules listed above and use policy statement. I will be responsible to see that they are followed by all people in attendance.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FHA Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_