

**TOWN OF TURIN BUILDING DEPARTMENT**  
**47 Turin Road**  
**(Turin Town Hall – Walter B. Hill Community Center)**  
**P.O. BOX 86**  
**TURIN, GEORGIA 30289**  
**770-599-0777**  
[townofturin@charter.net](mailto:townofturin@charter.net)  
**COMMUNITY BUILDING RENTAL AGREEMENT**

- The Town of Turin reserves the right to refuse the rental/use of the Building to any individual or group.

**Please read carefully and initial beside each item**

- Must be 21 years of age. \_\_\_\_\_
- Renter must be present throughout the entire rental period. \_\_\_\_\_
- **ALL FEES RE DUE BEFORE SCHEDULE EVENT - Rental Fee, one hundred-seventy five (\$175.00) dollars, and Security Deposit of one hundred (\$100.00) dollars is also required \_\_\_\_\_ . Total Fees due: \$275.00**
- **Instructional classes – Ten Percent (10%) of total fees charged for the classes. This fee is due at the end of each month and must be accompanied by a listing of the student names and the fees charged for each day the building is used for such instruction. \_\_\_\_\_.**
- If keys are not returned to the Town by the end of the first business day following the event or left in the drop box in the front of the building, the Security Deposit of \$100.00 will be forfeited \_\_\_\_\_.
- Any request to cancel the Rental Agreement must be made in writing by the Renter. A cancellation fee equal to fifty (50%) percent of the rental fee of \$175.00 will be charged in the event the Rental Agreement is cancelled less than fourteen (14) days in advance of the reserved date. The full rental fee of \$175.00 will be charged in the event the Rental Agreement is cancelled less than forty-eight (48) hours in advance of the reserved date \_\_\_\_\_.
- The Renter is responsible and will be charged for any damages to the floor, walls, tables, chairs, furnishing, fixtures, plumbing, electrical, kitchen equipment, landscaping or any other interior or exterior content, furnishing or fixtures of the Building, grounds or parking areas. \_\_\_\_\_
- Any intentional damage or damage which occurs due to neglect could result in legal action. \_\_\_\_\_
- NO PETS are allowed on premises during a function. \_\_\_\_\_
- Adult Supervision must be provided inside and outside of building at all times for underage children. If a function will attended by children under 21, one (1) adult chaperone is required for every (12) children present. \_\_\_\_\_
- Skateboarding, skating, rollerblading or riding scooters is prohibited. \_\_\_\_\_
- No amplified music is allowed after 10:00 PM \_\_\_\_\_
- Building must be vacated by 11:00 PM \_\_\_\_\_
- Parking is allowed in assigned areas only. Parking on surrounding private property is prohibited. \_\_\_\_\_
- \_\_\_\_\_ No tents shall be erected or anchor stakes of any kind placed without prior approval. Renter shall be responsible for any cost incurred as a result of damages to infrastructure such as electrical, water, irrigation or sewer lines. \_\_\_\_\_
- Since this Building is located in a residential area, these items are strictly prohibited on the premises: fireworks, illegal drugs, alcoholic beverages, firearms, glass bottles, air horns and any other item or articles which may disturb local residents. \_\_\_\_\_
- **NO ALCOHOLIC BEVERAGES or DRUGS OF ANY TYPE ARE ALLOWED ON THE GROUNDS OR IN THE BUILDING \_\_\_\_\_ *Violators will be reported to the authorities.***

- In the event the police, sheriff or other such authorities are contacted for any reason by which the Renter is responsible, the Building shall be immediately vacated and locked and the Renter shall forfeit the Security Deposit. \_\_\_\_\_
- **NO FIREARMS** of any kind or type are permitted in the Building or on the premises \_\_\_\_\_
- **This is a NO SMOKING FACILITY (Building and on the premises).** \_\_\_\_\_
- **ALL FOOD MUST BE PREPARED OFF-SITE.** No cooking is permitted on premises, although food that has been previously prepared may be reheated or warmed on the stove or in the microwave or in crock pots or other electrical warming dishes. No food may be reheated or warmed over an open flame or sterno. \_\_\_\_\_
- No person will be allowed to bring in or keep in the facilities anything that may cause a fire hazard or be detrimental to the fire protection of the facility. No open fires are to be built inside or outside. \_\_\_\_\_
- **You are allow to use the foyer, however, the furniture cannot be moved.** \_\_\_\_\_
- Renter is responsible for setting up the room and arranging the chairs, tables, etc. to suit the function needs. The Renter is responsible for the returning the room to the way is was originally found, including placement of the chairs, tables, etc. \_\_\_\_\_
- All supplies such as tablecloths, glasses, china, silverware, paper towels, trash bags etc. must be provided by the Renter. \_\_\_\_\_
- No glitter, confetti, rice, birdseed, petals, etc. may be tossed in the Building or on the grounds or parking area. \_\_\_\_\_
- Bagged garbage cannot be left on the premises. \_\_\_\_\_  
*(Since the office is only open 2 days a week, the left over garbage causes odor and bugs)*
- Any liquid or food spills must be cleaned immediately by Renter. Brooms and, mops are located back hall way. \_\_\_\_\_
- Building must be left clean and in order. \_\_\_\_\_
- All lights must be turn off, and all doors locked when leaving building. \_\_\_\_\_
- The Town of Turin assumes no responsibility for items left by renter or attendees, or for lost items. \_\_\_\_\_
- In the event of a disaster, the Building may serve as an American Red Cross Disaster Shelter. If the American Red Cross should require, and subsequently takeover the use of the Building as a Disaster Shelter, any reservation during such period of time shall be immediately null and void and all monies previously collected from any Renter pursuant to this Rental Agreement shall refunded in full. \_\_\_\_\_

**VIOLATION OF THIS RENTAL AGREEMENT WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT AND CLOSURE OF BUILDING.**

**I have read and understand the above stated policy for renting the Town of Turin Community Center and agree to abide by the stated policy; As the Renter I further acknowledge that I am solely responsible to the Town of Turin for any injury or damage that results from the failure of myself or others present to adhere to the terms and conditions of this Rental Agreement and the Rules and Regulations set fore and I understand that non-compliance will result in forfeiture of the Security Deposit. In consideration of the Town of Turin permitting the undersigned to use the facility know as the Community Center, the undersign agrees to indemnify and hold the Town of Turin, Mayor, Council and all employees harmless for any and all claims of any kind and character for personal injury or property damage due to anyone resulting from the use of the premises during the time the undersigned, its agents, invitees or guest are on the premises.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_

\_\_\_\_\_  
Work Phone #

\_\_\_\_\_  
Rental Date

**OFFICE USE ONLY**

KEY # \_\_\_\_\_ Date Issued \_\_\_\_\_

\$175.00 Rental Fee Received YES  NO   
 Check  Cash

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

\$100.00 Deposit Received YES  NO   
 Check  Cash

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

**OFFICE USE ONLY**

Key Returned YES  NO

Date Key was returned \_\_\_\_\_

Date Building Inspected \_\_\_\_\_

Date Deposit Refunded: \_\_\_\_\_

Copy Attached

**Copy of Drivers License Attached (if issued checks)**