

Summerville Railroad Depot

Name: _____

Organization: _____

Address: _____

Contact Telephone Number: _____

Requested Date(s): _____

Time (From - To): _____

Function: _____

DEPOSIT \$ _____

CLEAN UP NOT LATER THAN

USER FEE \$ _____

Midnight on Date of Rental

I hereby make application for use of the above areas in the Summerville Railroad Depot. I certify that I am the responsible person and will be present during all activities pertaining to the requested function.

I, and those I represent, agree to abide by all rules and regulations of the facility which are attached hereto and made a part of this contract. I have received a copy of the rules and regulations applying to my/our use. Officials of the City of Summerville and Chattooga County Historical Society, Inc. may ensure compliance as required.

I, and those I represent, agree to pay all costs of any materials, labor or professional services required to repair or replace any equipment damaged or to repair any damages to the building caused by me or any other member of our organization.

I, acting as representative for my activity/group, agree that City of Summerville and Chattooga County Historical Society, Inc., its employees, or agents shall not be liable to the applicant or applicant's guest/group/ect. for any damage to them or their persons or property arising from theft, burglary, water, rain, snow, sleet, fire, explosion, frost, storms, accidents, or by breakage, stoppage, or leakage of water, gas, heating, cooling, and sewer pipes, electric wiring or current or plumbing upon, about, or adjacent to the premises unless said damage or loss is proven to be due to the negligence of the City of Summerville and the Chattooga County Historical Society, Inc., its employees, or agents.

CITY OF SUMMERVILLE

APPLICANT

DATE: _____

DATE: _____

Summerville Railroad Depot Check List

- _____ Absolutely no smoking, fire, candles or grills in the Depot or on the Depot decks.
- _____ No nails, staples, puncture or damage to any surface in the Depot.
- _____ Remove any tape used to hold decorations.
- _____ No spiked heels on back freight room floor.
- _____ Limit of 80 persons in back freight room.
- _____ Clean and dry tabletops.
- _____ Clean chairs as needed.
- _____ Put tables and chairs back in arrangement as you found them.
- _____ Sweep tile floors in bathrooms and kitchen.
- _____ Sweep or vacuum up any food or debris you have dropped in any area of the Depot.
- _____ Be sure ice scoop is left on top of icemaker and not inside with ice.
- _____ Remove your garbage from premises.
- _____ Remove all personal items from refrigerator.
- _____ Clean kitchen countertops and sink.
- _____ Turn off all lights as you exit.
- _____ Turn off air conditioner and/or put heat control to 60°.
- _____ Lock doors.
- _____ **Sign this sheet (with date and time) and return it with your key to Summerville City Hall by the next business day.**

Failure to complete this check list may result in forfeiture of your deposit.

Date: _____, _____

Time: _____

Signature: _____

SUMMERVILLE RAILROAD DEPOT

The Summerville Railroad Depot is open, on a reservation only basis, to any resident citizen, group or business of Chattooga County, subject to fees, rules, and requirements of this policy.

Any and all uses of the Summerville Railroad Depot shall be for lawful purposes for which the facilities are physically adequate. No part of the Summerville Railroad Depot, or its facilities, may be used for any purpose which is contrary or injurious to the public health, safety, welfare or morals.

OPERATING POLICIES

- 1) It is understood that the City of Summerville and the Chattooga County Historical Society reserve the right to have any of their staff attend any event held in the Summerville Railroad Depot at any hour to inspect the use of the facility.
- 2) Any group or individual renting the facility assumes liability for any and all damage to the building and/or equipment during the period of use.
- 3) Any event is limited to a static attendance of 100 people.

Any behavior deemed by the City of Summerville or the Chattooga County Historical Society staff to be disruptive in any way shall be cause for eviction of participants from the building and may be cause for possible legal action. In such cases, no refunds will be given. Additionally, groups which fail to comply with the Summerville Railroad Depot rules or which do not leave the facilities in an orderly condition will be subject to additional charges and may lose their privilege to use the facilities again.

- 4) Qualification for building use and authority to cancel a scheduled event shall be at the sole discretion of the Summerville Depot Coordinator and President of the Chattooga County Historical Society.
- 5) Groups are responsible to see that all activities are properly controlled and supervised. Adequate adult chaperons must be provided if group members are under 21 years of age. The chaperons must be approved by the Summerville Railroad Depot Coordinator.
- 6) The City of Summerville and the Chattooga County Historical Society assume no responsibility for any personal property, equipment, or furniture brought into the building.

- 7) Use of the facility does not in any way imply endorsement or sponsorship of the event by the City of Summerville and the Chattooga County Historical Society. Publicity shall be designed to identify clearly and accurately the name of the sponsoring group.
- 8) Admission fees shall not be charged except with approval of the Chattooga County Historical Society.
- 9) All requests for the use of furniture and room setup should be made on the rental contract.
- 10) Furniture and equipment are not to be removed from building.
- 11) No additional lighting or electrical modifications will be permitted unless approved by the Summerville Railroad Depot Coordinator.
- 12) The use of nails, staples, thumb tacks or other forms of pointed fasteners to hang decorations by direct attachment to painted, wood, plaster walls is prohibited. Additionally, renters will be responsible for the removal of any decoration and debris immediately after the conclusion of the event.
- 13) Smoking, use of tobacco products, gambling, or use of illicit drugs are not permitted on the premises including interior rooms, decks, and yard.
- 14) No fire, flame, candles or grills allowed in the Depot or on the decks.
- 15) In the event that the reserving party or any of his/her guests either (a) violate any of the conditions set forth above or below or (b) exhibit behavior deemed by the City of Summerville and the Chattooga County Historical to be disruptive, such behavior shall constitute a breach of the "Rental Contract" and the renter and his/her guests will be required to vacate the premises immediately. The Chattooga County Historical shall be entitled to retain all rental fees and deposits paid under the "Rental Contract" as liquidated damages. The reserving party may also be denied future use of facility. The Depot Coordinator will make the decision on all denials.
- 16) A \$35.00 service charge plus any applicable legal costs will be applied to any returned checks.

RENTAL PROCEDURE

- 1) Applications for use shall be submitted to the City of Summerville Depot Coordinator.
- 2) Reservations for use are made on a first-come, first-serve basis.
- 3) Cancellation of reservations must be made at least ten (10) working days prior to the date of the scheduled event, or a charge equal to 50 percent of the total deposit will be assessed. When no cancellation at all is made, the full deposit is applied.
- 4) All individuals must vacate the building at the hour designated on the "Rental Contract." Failure to do so will result in a late charge for each additional hour or any portion of hour after the designated time. This includes removal of all decorations, food, and trash.
- 5) Early access to the building by a group for purposes of setup is subject to additional fees.
- 6) A deposit is required for all events. The deposit is equal to the rental rate with NO EXCEPTIONS. The deposit is refundable following cleanup and inspection.

Payment of deposit is required at the time the written contract for use is completed. When making a reservation by telephone, deposit is required within fourteen (14) days of the initial request. Payment of rental fee is required before the key will be given.

- 7) Payment will be made to City of Summerville.

FEES

Charges for use on a per use/day basis will be made in accordance with the following schedule. For-profit rate applies to any profit making and/or sales type activity. The Depot Coordinator and President of the Chattooga County Historical Society will determine what activity is considered for-profit.

NON-PROFIT EVENTS

Any group which is a not-for-profit corporation (with appropriate documentation), or any group whose function is community oriented, or any private family party (i.e. wedding, reception, baby shower, family reunion, etc.).

All groups of 100 or less people for the date of rental - \$100.00

FOR-PROFIT EVENTS

Any group which utilizes the Depot for profit-making ventures, or any functions sponsored by a business, i.e. promotional activities, company Christmas parties, etc.

All groups of 100 or less people for the date of rental - \$150.00

DEFINITIONS

The City of Summerville Depot Coordinator is available at Summerville City Hall from 9:00 a.m. to 5:00 p.m., Monday through Friday. In some instances the office may be closed during normal office hours, a sign will be posted if this occurs.

Applicability:

Chattooga County Historical Society and City of Summerville May:

1. Put the facility in good order and condition.
2. Remove and store as necessary excess chairs, tables, equipment, etc.
3. Provide interior trash/garbage receptacles.
4. Provide all utilities.
5. Provide cleaning supplies and equipment.
6. Provide key or lock/unlock facility.

Users Will:

1. Comply with all rules and regulations governing the facility.
2. Allow no loud, boisterous, profane or offensive conduct on the premises.
3. Allow no unlawful activity on the premises.
4. Ensure reserving party will be present at all times that activity is ongoing.
5. The reserving party shall ensure that all activities involving minors are adequately chaperoned.
6. Not assign rental right/agreement to others.
7. Make no changes in the building or equipment.
8. Attach nothing to the walls, columns or doors.
9. Enforce the no smoking, no tobacco products use, and no gambling policy.
10. Return the tables, chairs, etc. to the same location as when accepted.
11. Do not enter portions of the building not assigned to their use.
12. Clean and complete Depot Check List.
13. The reserving party will be billed for all costs of any materials, labor, or professional services required to repair or replace any equipment damaged or to repair any damages to the building.

Summerville Railroad Depot Policy

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Summerville Railroad Depot Check List

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- _____ Turn off all lights as you exit.
- _____ Turn off air conditioner and/or put heat control to 60°.
- _____ Lock doors.
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