



THOMASVILLE COMMUNITY  
 RESOURCE CENTER  
 P.O. Box 1897  
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## RENTAL AGREEMENT

Agreement made between \_\_\_\_\_, of \_\_\_\_\_ ("Guest(s)") and Thomasville Community Resource Center ("TCRC") for the use of designated conference/meeting room in TCRC's facility located at 501 Varnedoe Street, Thomasville. Pursuant to the following terms, and conditions, TCRC will make conference/meeting room(s) and outdoor property available to "GUEST(S)" on \_\_\_\_\_ during the hours of \_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_ (a.m./p.m.) for \_\_\_\_\_ number of guest.

1. "Guest(s)" may not assign the rights under this agreement to a third party without prior written consent of "TCRC".
2. **"Guest(s)" agrees to pay a \$125.00 refundable damage deposit that is due upon execution of this agreement.** This deposit and signed agreement (by both parties) must be submitted before an event is placed on the "TCRC" calendar and will deposit will be returned **within two (2) weeks**, as long as property is left clean and undamaged. "TCRC" shall have no responsibility for loss or of damage to any items left in the rented area prior to, during or after a function. (Availability of "TCRC" is based on a first come, first served basis).
3. "Guest(s)" shall be responsible for any damage to premises during the time that the premises are used by "Guest(s)". "Guest(s)" shall be responsible for basic clean up and straightening of the conference/meeting room, (including the parking area) prior to, during, and after the function. All trash and garbage must be placed in the trash dumpster that is located outside in the parking lot. All clean-up must be completed by the close of the event.
4. "Guest(s)" shall be responsible for arrangement of room (i.e., set-up of chairs, tables, and etc.) and refreshments (i.e., drinks, snacks, and etc.), if such is desired. In addition, at the request of "Guest", **and for a fee**, set-up and clean-up can be provided by "TCRC".
5. No tacks, nails, screws, or staples are to be used on the walls or doors.
6. No alcoholic beverages, tobacco products, guns, controlled substances, or illegal drugs are allowed on TCRC premises (including the parking area).
7. "Guest(s)" assumes responsibility for security and supervision of participants during the event(s). "Guest(s)" and "Guest(s) participants" agree(s) to defend, indemnify, and hold "TCRC" harmless from and against all liability, damages, costs, attorney fees, and etc., from any and all action arising out of "Guest(s)" and "Guest(s) participants" use of the premises, common areas, etc., unless such action is based solely upon the exclusive negligence of "TCRC".
8. In addition to the \$125.00 refundable deposit, the full rental amount must be paid three (3) days prior to the rental date. As stated in Item #3, the deposit will be returned **within two (2) weeks**, providing the property is left clean and undamaged after the event(s).
9. "Guest(s)" shall return equipment and room furniture back to original position at the conclusion of each event. Chairs need to be placed back on the chair racks and tables placed back on metal racks, (racks are provided by "TCRC").
10. No equipment can be set up on "TCRC" premises without prior approval from the [1] Executive Director and [2] "Guest(s)" provides proof of purchase of event insurance.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year indicated herein.

"GUEST(S)"

Thomasville Community Resource Center

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Executive Director

Title: \_\_\_\_\_

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

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

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

Representing \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email \_\_\_\_\_