

Phone: (615) 794-4333  
Fax: (615) 794-3313  
www.thompsons-station.com



1550 Thompson's Station Road W.  
P.O. Box 100  
Thompson's Station, TN 37179

## COMMUNITY CENTER RENTAL AGREEMENT

### Applicant Information

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

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

\_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Evening Telephone: \_\_\_\_\_

### Event Information

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

Hours Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate Attendance: \_\_\_\_\_

### Fees

	<u>Daytime Use</u>	<u>Use After 5:00pm</u>
Reservation Fee:	\$50.00	\$50.00
Rental Fee:	\$150.00 per day	\$250.00 per day
Deposit:	\$300.00	\$500.00
Total Amount Due:	\$500.00	\$800.00

Reservation Fee is **non-refundable**. Deposit is refundable if the Community Center is cleaned, all trash is removed and all other regulations are satisfied. Refunded deposits will be mailed to applicant's address above unless otherwise noted. Please make checks payable to Town of Thompson's Station.

This applicant has personally inspected the building, parking lot and grounds and finds all in good and clean condition. Further, the applicant has read the attached rules and regulations and agrees that he or she, along with all guests or invitees, will strictly comply with the same.

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

### OFFICE USE ONLY

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Refund OK?    yes        no        Date Refund Issued: \_\_\_\_\_

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## THOMPSON'S STATION COMMUNITY CENTER RENTAL USE RENTAL FEES and RULES AND REGULATIONS

The Mayor and Board of Aldermen of the Town of Thompson's Station, Tennessee, have, by duly adopted resolution, set forth the rental fee schedule for the use of its community center building, and rules and regulations applicable to the rental of the facility.

The reservation fee is **\$50.00**. This reservation fee is **non-refundable**; however, it will be applied to the rental fee.

The rental fee is **\$200.00** per day until 5:00 p.m. After 5:00 p.m., the rental fee is **\$300.00** per day. In the event of a check with insufficient funds being tendered, the applicant shall be responsible for a \$50.00 return check charge, payable within five (5) business days of notice to the applicant. Checks must be drawn on a bank with offices within the state of Tennessee.

There shall be a security / damage / cleaning deposit in the amount of **\$300.00** for day rentals, and a **\$500.00** deposit for rentals after 5:00 p.m.; to be paid at the same time the rental fee is tendered. This deposit will be forfeited in the event the building and grounds are left in an unsatisfactory manner and not in the same condition prior to the rental. Payment of the security deposit and forfeiture thereof for any damage to the premises will not relieve the applicant of any further or additional damages as may be asserted by the Town of Thompson's Station, Tennessee. Upon notice of any additional damage, the applicant will pay the cost of repair or estimate of damage within five (5) business days from the time of notice to applicant.

**A completed Community Center Rental Agreement and all fees must be received at Thompson's Station Town Hall a minimum of ten (10) business days prior to the date of event.**

**The applicant must be a resident of the Town of Thompson's Station, Tennessee.**

**The facility is a smoke-free building and the use of alcohol on the premises is prohibited.**

At the end of the rental use, all trash and refuse must be bagged and removed. All tables, counter tops, and appliances must be wiped clean after use. The carpeting in the building must be vacuumed and any other flooring must be cleaned. Restrooms shall be cleaned after the rental.

Attaching signs, posters or other decorations to the ceiling or walls is not permitted.

Relocation of the tables for the rental use is allowed, however they must be returned to their original location after use. Removal of tables, chairs or other equipment in the facility during a rental period is not allowed. The stove and the refrigerator may be used; however the large griddles shall not be used. Any grills or fish fryers must be used outside the building.

**THOMPSON'S STATION COMMUNITY CENTER RENTAL USE  
RENTAL FEES and RULES AND REGULATIONS *(Continued)***

Tables and chairs for use on the playground area must be provided by the applicant. The playground may only be used during daylight hours.

No pets or animals are allowed inside the building, other than seeing-eye dogs.

Any music, musical performance or sound recordings shall not be audible beyond the property lines of the facility.

The use of candles without protective containers is prohibited.

Lights must be turned off after use.

While an organization may be a rental party, the applicant is the responsible party for the organization.

**It is expressly understood and agreed that any person coming into or upon the premises shall be guests of the applicant. The applicant has inspected the premises, finds the building in a good and clean condition, the parking is free from litter, and the entrances to the buildings are in a good and safe condition. The rental use by the applicant after payment of the reservation fee, rental fee, and deposit, along with completion of the application, shall act as a release to the Town of Thompson's Station, Tennessee, as to any and all risk of damage, loss of personal property, or injury that might occur in or upon the premises during the term of the rental period. The applicant and all persons utilizing the facility as a guest or invitee of the applicant specifically release and agree to indemnify and hold harmless the Town of Thompson's Station by reason of any defect in or as to the condition of the premises upon which the rental event is held.**