

Franklin Parish Police Jury
Rollins Park Community Center Rental Agreement

Room Rental Requirements

The Rollins Park Community Center is to be utilized for meetings, non-profit groups, seminars, birthday parties, receptions, etc.

The Franklin Parish Police Jury retains the right to refuse rental.

Under the approval of the Parish Recreation Committee, non-profit groups may charge admission and sell approved items/services so long as the non-profit group is recognized by the Winnsboro Chamber of Commerce and the funds go to support the group or a designated cause. Such items must be clearly defined in the event description portion of this form and approved by the Franklin Parish Recreation Committee.

Parties violating terms of this agreement are subject to penalties, including but not limited to: additional fees, request to vacate the property, criminal charges, or any other remedy as seen fit by the Franklin Parish Police Jury.

Each Renter will have access to the building from 8:00 am until 12:00am the day of the event. Events lasting longer than the designated timeframe will forfeit their deposit and be charged 25.00 per hour.

The Community Center is not to serve in place of a storefront or as a means to produce income for private individuals or groups on an ongoing basis.

There is no alcohol allowed on the premises and no smoking in the facility.

Deposit/cleanliness

Renter(s) agree to provide a \$50.00 deposit, which has been provided at the time of signing this agreement to secure this room for the time and date specified above.

Such deposit will be returned to the renter upon proper inspection performed by Ms. Tracy Lewis.

Renter(s) are responsible for cleaning the community center and surrounding area. Specific responsibilities: All Garbage must be placed in the green Franklin Parish waste container outside of the community center, the kitchen area must be cleaned and all food items removed from the premises, the bathrooms must be cleaned with all garbage being removed, sweep and mop the entire facility. Place all items back where you found them. Failure to properly clean the facility and surrounding area will result in forfeiture of the deposit.

If for any reason your event is canceled, 75% of your deposit will be refunded with the other 25% retained as a booking fee.

**Franklin Parish Police Jury
Rollins Community Center Contract**

This agreement is entered into by _____ and
(Print Name(s))

Tracy Lewis on behalf of the Rollins Park Community Center for the purpose of renting the community center on:

_____ From _____ to _____.
(Date) (Time) (Time)

The community center rental rate: 8am – 12am \$150.00 with a \$50.00 cleaning deposit.
Additional hours will be charged at \$25.00 per hour.

This agreement is for \$150.00 rental plus \$50.00 refundable cleaning deposit plus additional hours at
_____. For a total of _____.
(Number of additional hours multiplied by \$25) (Total collected)

Rental time includes necessary time to setup and tear down.

I _____ declare that I have read and fully understand the attached
(Print)

Agreement in its entirety and agree to comply with all rules and regulations for the use of the Rollins Community Center.

Signed name of Renter(s)

Contact number _____

Contact address _____

Agreed _____

Tacy Lewis, Director